



PAYMENT OF SALARY

1. Salaries are paid on the 11th of each month by way of direct credit to an employee's bank / building society account. Where the 11th falls on a weekend or Bank/Public holiday, payment will be made on the last working day prior to the break.
2. It should be noted that the Pay Office cannot guarantee that salaries paid into a building society will be in the account on payday.
3. The City of London Corporation may stop the payment of salary immediately if you are absent from work without permission.

Calculation of Pay

4. The payment is made for the whole calendar month concerned. Payment for part of a calendar month is calculated according to the number of calendar days an employee is employed in that month, on the basis of the total number of calendar days in that particular month (i.e. 1/28, 1/29, 1/30, 1/31).
5. There is a facility to advance monies to employees that join part way through a month, in the form of a giro cheque after 2 weeks in employment. See your HR/Administration Officer for further details.
6. Employees are responsible for ensuring that their pay details are correct. Any under or overpayment of salary may be adjusted at any time subject to the details of each case being considered. If it is impracticable to deduct the whole of any overpayment from one month's salary, then employees will be invited to reach an arrangement with the pay office to repay over a reasonable period of time no greater than the period in which the overpayment has accrued.
7. Further details about individual salary details are contained in employee's offer of employment letter (or any subsequent variation to contract documents) and on the payslip.



Section A2

8. The amount of salary payable may vary in certain circumstances, please note the following sections of the Employee Handbook:

[Scheme for Contract Hours, Casual Overtime and Unsocial Hours Sickness](#) (and [Personal Injury Allowance](#))

[Maternity](#)

[Adoption](#)

[Maternity/Adoption Support](#)

[Parental Leave](#)

[Special leave](#)

[Allowances](#)

[Pension](#)

[Annual Ticket Loans](#)

[Childcare Vouchers](#)

[Bicycle Loan](#)

[Disciplinary](#)

[Capability](#)

9. Departmental HR will base calculations for “lost time” (e.g. unpaid leave) on the full hourly rate, based on “normal gross pay”, and forward to payroll for action.

“Normal gross pay” means pay that would be paid during a period of normal working but excluding:-

- Casual Overtime
- Casual Standby
- Payments of a higher rate of pay than your normal rate of pay where, on the day immediately prior to absence, you have been receiving that payment for less than four consecutive weeks.