



ST. MARY'S
ACADEMY TRUST

Continuous Service for Recruiting Headteachers

Date agreed by HR Committee: November 2019

Date to be reviewed by: November 2021

1. Introduction

1.1 Some new starters may qualify to have their previous service with other employers recognised by the Trust thereby giving them continuous service.

1.2 The length of an employee's service governs some important rights e.g. Occupational Sickness Scheme, Occupational Maternity Scheme and Annual Leave entitlements.

2. Continuous Service in Local Government

2.1 Normally continuous service must be with one employer. However, service is treated as continuous if the service is in Local Government or closely related bodies.

2.2 The list of organisations this applies to is detailed in the Modifications Order (see Continuous Service Provision).

2.3 In order to qualify the new starter must have worked in an organisation covered by the Modifications Order immediately prior to joining the Trust and must have had no break in service. No break in service means that the start date with the Trust must be within a week of the termination date with the previous employer. For example, if the leave date from the previous employer is the 06.11.2015, the Trust start date must be no later than the 13.11.2015 (within a week).

3. Confirming Continuous Service Date

3.1 If continuous service is applicable the date that the continuous service commenced is required to be confirmed by HR. This information will be confirmed by contacting their previous employer to ask for their continuous service date at the point the contract is produced. The date will be used to calculate the employee's holiday entitlement, notice requirements, redundancy entitlement, etc.

3.2 Periods of continuous employment for all statutory and contractual employment rights dates from the date of commencement with this Organisation.

3.3 Previous continuous employment with an organisation(s) covered by the Redundancy Payments (Local Government) (Modification) Orders (which covers Local Authorities and related bodies) will be recognised in calculating entitlement to:

- Sickness allowance
- Annual leave
- Redundancy payment
- Notice period

3.4 With the exception of redundancy entitlement, the above will also apply if, prior to joining the Trust, you were made redundant from an organisation covered by the above Order within the last two years, or if you left such an organisation for maternity reasons within the last eight years and have not been in permanent full time paid employment since.

3.5 Further advice relating to continuous service may be sought from Human Resources.