

Unclassified

HRS 52b



Schools' Model Redundancy Policy Guidance for School Based Staff



This Policy has been formally adopted by the Governing Body of The Federation of Abbey Infant & Junior on Tuesday 19th March 2024.

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1.0 Introduction

1.1 This document sets out a framework for implementing the Schools' Model Redundancy Policy and must be applied in conjunction with the Policy as it provides information and practical guidance around the Local Authority's approach to handling situations which may result in a reduction in staffing numbers.

Why have a Redundancy Policy?

1.2 The primary objective of this Policy is for the School to:

1.2.1 comply with its legal obligations, the Equality Act 2010 and any other relevant statutory requirements to ensure equality of opportunity for employees affected by any proposed changes.

1.2.2 provide staff and recognised trade unions with timely and relevant information and to seek their early engagement.

1.2.3 ensure any change is managed fairly, consistently, transparently and sensitively.

1.2.4 seek to avoid compulsory redundancies where possible.

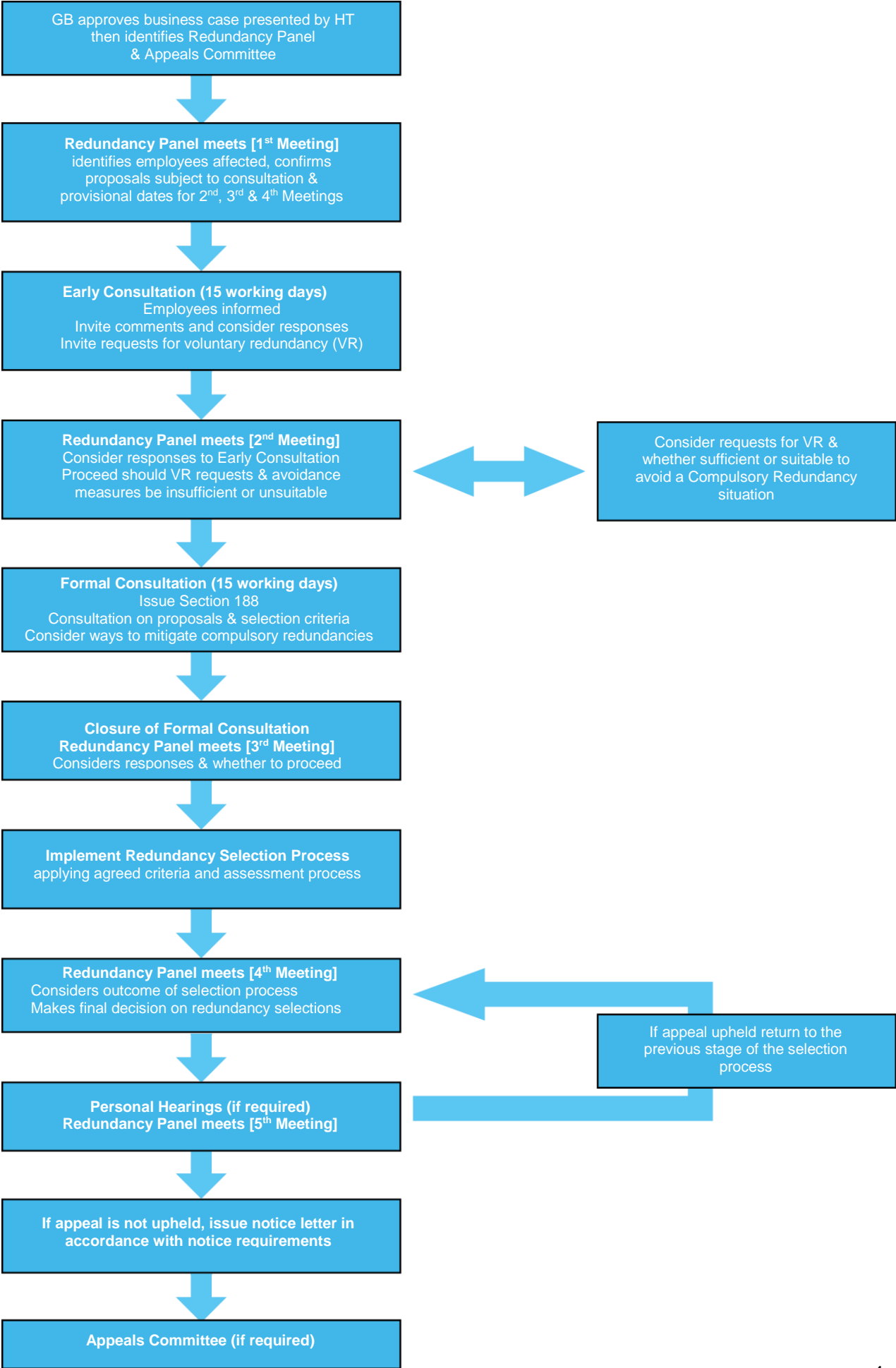
1.3 The Designated Person is the Head Teacher or equivalent, and if the matter concerns the Head Teacher, then the Designated Person is the Chair of Governors (or a senior representative of an equivalent body).

1.4 The Governing Body will normally delegate the Head Teacher to facilitate and oversee the planning, consultation and implementation of the redundancy process in a transparent and sensitive way. The Head Teacher will:

- plan and comply with processes ensuring that a comprehensive business case is presented to enable the Governing Body to make an informed decision whether there is no alternative to the possibility of redundancies
- lead the communication/consultation process with trade unions and employees with the necessary support of the HR provider
- on behalf of the Redundancy Panel, to consult with the trade union representatives regarding the proposed redundancy selection criteria and subsequently apply this and identify posts/employees for potential redundancy
- ensure employees are notified in writing that they are 'at risk' of potential redundancy
- be available to meet with employees who have been identified of being at risk of potential redundancy
- at any personal hearing, present the School case to the Redundancy Panel of their recommendation of selection for redundancy
- at any appeal hearing, support the Chair of the Redundancy Panel in presenting their case as necessary
- ensure that employees including those who may be absent from work due to maternity/paternity leave, sickness or secondments are consulted and kept informed.

Redundancy Process Flowchart

Must be read in conjunction with the Redundancy Policy and the supporting Guidance



2.0 Exceptions and Exclusions

- 2.1 The Schools' Model Redundancy Policy applies to all School based employees (Non-Teaching and Teaching staff including Head Teachers) as well as all employees of Pupil Referral Units (PRUs) including those employed on fixed-term contracts with two years' service or more. However, this Policy does not prevent a fixed term contract terminating at the end of its fixed term, on the completion of a particular task or on the occurrence of a specific event. In these circumstances the Procedures for the Appointment, Extending and Ending of Fixed Term Contracts – School Based Employees should be referred to.

3.0 Decision Makers

- 3.1 For all intents and purposes the key decision makers will be the Governing Body. Prior to commencing a redundancy process, the Head Teacher will present all the information relevant to the business case to the Governing Body for their consideration and recorded decision. If the Governing Body decides to proceed, and no other reasonable alternatives exist at that time, they will instruct the Head Teacher to begin a consultation process.
- 3.2 The Governing Body will also identify an appropriate 'Redundancy Panel' who will have delegated responsibility for key decisions arising from this process. The Redundancy Panel will have delegated responsibility for staffing issues and will comprise of no less than three governors who have had no prior direct involvement in the individual matter under consideration with the exception of any decision in principle as set out in 3.1 above.
- 3.3 The Governing Body at the same time will ensure that members of the Appeals Committee are identified and that they have no further involvement in any discussions that could result in redundancies at the School until the Appeals Stage.
- 3.4 Employees will be notified in writing of the outcome of the selection process and, if provisionally selected for redundancy, the reasons for their selection and proposed dismissal on the grounds of redundancy. Employees must be notified of this decision within 5 working days and informed of their right to have a personal hearing with the Redundancy Panel. The Redundancy Panel shall either confirm the original selection or return to the previous stage of the process to select another member of staff for compulsory redundancy.
- 3.5 An employee may appeal against the decision to terminate their employment by reason of redundancy. Appeals must be made in writing to the Chair of the Redundancy Panel within 10 working days following formal notification clearly stating the grounds of their appeal.
- 3.6 The appeal will be considered by the Appeals Committee of the Governing Body normally within 10 working days of receiving the appeal notification. The Appeals Committee will have delegated responsibility for hearing appeals from staff against the decisions of the Redundancy Panel and will have had no prior involvement in any selection decision taken by that Panel. The decision of the Committee will be notified to the employee within 5 days of the hearing. The decision of the Appeals Committee is final, and the internal process is exhausted.

4.0 Planning Stage:

4.01 School Closures (excluding change of School status)

In this instance, all the employees in the affected School will be formally notified that they are 'at risk' of redundancy. The statutory requirements concerning consultation must commence and appropriate action taken to avoid if not minimise compulsory redundancies.

The principle to be applied will be that staff follow the pupils.

Where new posts are created in another School as a direct result of the closure, the Governing Body of that School will offer priority interviews on a ring-fenced basis to the staff at the closing School.

4.02 School Mergers

The new/interim Governing Body will create the staffing structure for the merged School. Wherever possible a ring-fence will be adopted for managing the appointment of staff to the new combined School.

4.1 Planning Stage: Additional Points

4.1.1 Determining Posts in the Selection Pool

The selection pool is established by identifying the employee or group of employees who undertake the work that is diminishing or no longer required, from which those who are to be made redundant will be drawn.

It is important that those affected by the changes should be accurately identified and subject to consultation with the recognised trade union representatives at the earliest possible time.

Care should be taken in deciding on the selection pool and the following factors must be considered in establishing the pool:

- other groups of employees undertaking the same role to the group from which selection is made
- the employees' jobs are interchangeable

4.1.2 Redundancy Selection Guidance

The School will establish a suitable, objective, non-discriminatory and fair method of selecting employees whose posts are to be made redundant. The criteria will be measurable and exclude any age-related data that cannot be justified as proportionate. The proposed selection criteria and method of assessment will be subject to consultation with trade union representatives and will include a clear understanding and agreement of the selection pool or post/s "in scope" where reductions are required.

The agreed criteria will then be allocated to a score.

NB: The following are examples of criteria that can be used, adapted or varied subject to trade union consultation and agreement. None of these are exhaustive, some may be more suitable than others and there may be other examples which are more relevant to the future needs of the School:

- i) the curriculum needs of the School
- ii) management and organisational needs of the School
- iii) relevant qualifications
- iv) job specific competencies and specialist skills
- v) number of years' relevant experience of the work
- vi) future skills requirements
- vii) recent training and
- viii) any formal record relating to conduct (live disciplinary warnings), capability/performance management or attendance (excluding absences relating to pregnancy and disability).

4.1.3 Selection Method

The method by which the selection criteria will be assessed may include one or more of the following:

- an application and interview process
- a selection activity
- an analysis of staff data / redundancy selection matrix

- a skills audit where affected individuals are requested to provide information necessary to apply the criteria or to verify data held by the School and confirm its accuracy.

4.1.4 Selection Application

The selection criteria will determine those employees the School wishes to retain as being most important to its priorities. Once agreed, matrices or scoring systems and weighting must not be changed to influence results. The School can:

- in determining the selection criteria, the School should consider its future staffing needs in terms of skills, knowledge and experience and rank these in order of priority and importance to the School. This will then be applied to the selection process to ensure that those who best meet the criteria are retained.
- give the criteria equal weighting and score each employee on the basis of the number of criteria that they satisfy.
- allocate a number of points to each criterion (more to those of which are of greater importance to the School) and score each employee on the basis of the extent to which they satisfy each criterion. The points are then totalled. This is occasionally referred to as a 'redundancy selection matrix'.
- length of service can be used as a tie breaker between two individuals as a proportionate means of achieving a legitimate aim and where no other alternative exists.

4.1.5 Selection Decision/s

Having completed the consultation and selection process, the Redundancy Panel will convene a meeting to make the final decision of those staff who will be selected for redundancy:

- it is important that this information or data is anonymised by the Head Teacher prior to the Redundancy Panel receiving this.
- an employee who is selected for redundancy based on the selection criteria has a right to be provided with a breakdown of their score and limited information about their position on any matrix relative to other employees in the selection pool.

5.0 Consultation Stage:

5.1 Employees who are absent from work

Affected employees on maternity/adoption leave, long-term sickness absence, secondments or any other leave will also be consulted and appropriate arrangements will need to be put in place such as inviting them to meetings, sending information to home addresses, visiting employees at home or communicating through nominated representatives. The requirement to consult will need to be balanced with the employee's individual circumstances but this should not delay information being shared or notification letters being sent.

5.2 Employees who are pregnant, on maternity, adoption or additional paternity leave

An employee who has notified the employer that they are pregnant, on maternity, shared parental leave, adoption or additional paternity leave, and who is under notice of redundancy, will have a statutory automatic right to be offered suitable alternative work, if available, ahead of any other employees. For employees who have notified their employer that they are pregnant this will be for a period of 18 months from childbirth. In the event that more employees fall into this category than posts available a selection process will need to be followed.

Where an employee who is on maternity or adoption leave is made redundant, statutory maternity pay or statutory adoption pay will continue until its expiry. However, occupational maternity pay or occupational adoption pay will cease on the effective date of redundancy.

6.0 Implementation Stage:

6.1 Notification of Selection for Redundancy

Employees who are selected for redundancy:

- have the right to have a personal hearing against the decision confirmed to them by the Redundancy Panel
- have the right of appeal against the decision of the Redundancy Panel to the Appeals Committee should the Redundancy Panel confirm the original selection for compulsory redundancy
- have the right to be represented by a work colleague or a trade union representative at both hearings

The employee must set out in writing the specific details of the grounds for requesting the personal hearing and/or appeal which broadly may include:

- redundancy proposals (personal hearing)
- provisional redundancy decisions (personal hearing)
- due to procedural fault(s) (personal hearing or appeal stage)
- the offer of a post which the employee deems to be an unsuitable alternative to redundancy (personal hearing or appeal stage)

6.2 Personal Hearing

The Personal Hearing will usually be convened within 7 working days of the employee's response that they wish to exercise this right. The Redundancy Panel will hear representations and decide whether or not to reconsider their decision as a consequence. The decision of the Redundancy Panel will be confirmed in writing to the employee within 5 working days of the hearing. The process for the Personal Hearing is detailed in **Appendix 1**.

6.3 Notice Period

Following the final decision on who is selected for redundancy, the Redundancy Panel may determine that the employee should be dismissed with notice in line with their conditions of service (teachers) or contractual or statutory notice entitlement (non-teaching staff).

If the decision is made to dismiss the employee then the Director of Education, Skills and Employment shall ratify the dismissal, notifying the employee within 14 days of the initial dismissal decision, in accordance with the School Staffing (England) Regulations 2009.

The dates teaching staff can be issued with notice are outlined in the conditions of service for School Teachers in England and Wales, the 'Burgundy Book', and in order for the dismissal to be effective the deadline dates must be met. A contract may be terminated on three fixed dates only in the year as tabulated below:

End Date	Length of Notice
Summer Term (31 st August)	3 months' notice given by 31 st May
Autumn Term (31 st December)	2 months' notice given by 31 st October <i>plus 1 further week for each additional year beyond 8 years' service</i>
Spring Term (30 th April)	2 months' notice given by 28 th /29 th February <i>plus 1 further week for each additional year beyond 8 years' service</i>
	12 weeks in total for 12 years' service and over

In the case of a Head Teacher, the notice period will usually be 3 months (and 4 months to terminate employment at the end of Summer Term).

Non-teaching staff must be issued either their contractual or statutory notice entitlement, whichever is the greater amount up to a maximum entitlement of 12 weeks' notice depending on their length of service.

6.4 Appeals Committee

The Appeals Committee will have delegated responsibility for hearing appeals from staff against the decisions of the Redundancy Panel and will have had no prior involvement in any selection decision taken by that Panel. The Appeals Committee will usually be convened within 10 working days of the employee's response that they wish to exercise this right. The Local Authority, through a representative of the Director of Education, Skills and Employment, has an entitlement to attend the appeal hearing for the purposes of giving advice where dismissal may be a possibility. The Local Authority must receive reasonable notice of this meeting.

The decision of the Appeals Committee will be confirmed in writing to the employee within 5 working days. The results of the appeal should be communicated by the Chair in writing within 5 working days of the hearing. The final appeal hearing exhausts the internal process. The process for the Appeals Committee is detailed in **Appendix 2**.

6.1 Implementation Stage: Additional Points

6.1.1 Suitable Alternative Employment

The School will take reasonable steps to identify suitable alternative employment for employees under notice of redundancy.

- individuals will be made aware of any vacancies which arise within the School.
- while priority will be given wherever possible to employees under notice of redundancy, the School reserves the right to appoint the most suitable candidate to any vacancy.
- where suitable alternative employment is offered, salary protection may be payable in accordance with the provisions of Teaching (salary safeguarding) or Support staff (protected salary) terms and conditions of employment.

6.1.2 Refusal of Suitable Alternative Employment

Employees who unreasonably refuse an offer of suitable alternative employment must be informed they may lose their entitlement to a redundancy payment.

Whilst it will be for the employee to demonstrate the reason why an alternative offer made by the School is not unreasonable and suitable, the definition of “unreasonable” and “suitable” may ultimately be decided by an Employment Tribunal. However, alternative employment is unlikely to be considered suitable if rejected by an employee on the basis that:

- the salary is significantly lower, or the non-salary benefits are significantly less than the original post
- the status is significantly lower, in terms of the effect this would have on the employee’s career history
- the location or working time for the post impacts the employee in significant domestic/personal disruption or additional costs (subject to flexibility/mobility clauses in the contract of employment)

6.1.3 Statutory Trial Periods

Where an employee is under notice of redundancy, any offer of suitable alternative employment, where the provisions of the new contract differ from the current contract, will be subject to a 4-week statutory trial period.

- if either party determines within the trial period that the new post is not suitable, the employment will terminate by reason of redundancy on the date on which employment on the previous contract of employment was due to end
- should an employee terminate the trial period without good reason, the School/Council reserve the right to withhold the redundancy payment
- the trial period may be extended beyond the initial 4 weeks by mutual agreement to enable further training. Any extension will be agreed in writing.

6.1.4 Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order (Amendment) Order 2010

Employees will not normally be entitled to a redundancy payment if they are offered alternative employment with an employer covered by the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order (Amendment) Order 2010 which commences within 4 weeks of the date of redundancy.

6.1.5 Leaving before the Redundancy Date

Should an employee wish to leave employment prior to the expiry of their notice period they should make the School aware of this as soon as possible and explain the reasons for requesting an early release. This will usually be regarded as a resignation. Exceptionally, the School may agree to the employee retaining their redundancy payment when leaving early.

6.1.6 Outstanding Leave

Employees whose posts are to be made redundant will be advised of any outstanding leave as appropriate. This should be taken during the notice period wherever possible. In the event that this is not possible, payment will be made in lieu of any outstanding leave.

6.1.7 Calculating Redundancy Payments

Employees with two or more years' continuous service, as calculated in accordance with the Employment Rights Act 1996 and the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order (Amendment) Order 2010, who are dismissed on grounds of redundancy, will be entitled to a redundancy payment based on their final salary.

Payment is based on each complete year of service up to a total of 20 as set out in **Appendix 3** (counting backwards from the date of termination) on the following scale based on age during employment:

- age under 22, half a week's pay;
- age 22 to 41, a week's pay;
- age 41 and above, a week and a half's pay

Non-teaching staff may be eligible to receive Redundancy Payment Compensation exceeding the above entitlement and this calculation will be based on individual circumstances.

Should the Local Authority receive any request from a School seeking assistance with full or part funding of redundancy costs then the process to be followed will be as set out in Section 11.10 of the Scheme for the Financing of Schools. Further information can be obtained as necessary from the Schools' Strategic Finance Unit.

6.1.8 Redeployment following notification of Compulsory Redundancy

The School will take all reasonable steps to ensure the continuing employment of staff who are subject to notice of redundancy, by seeking alternative job opportunities within the School. In such situations, following notification and supporting evidence from the School, affected staff will also be eligible to apply as 'at risk' applicants for Council vacancies, and be considered ahead of external applicants.

To support affected staff the School will contact the HR Administration Service within Payroll People Solutions (PPS) to make them aware of the 'at risk' staff so that their details can be recorded to ensure they receive preferential consideration when applying for alternate roles.

7.0 Records

- 7.1 Details of consultation meetings should be recorded and documented so that the School can clearly demonstrate it has followed the Policy in accordance with the relevant statutory requirements.
- 7.2 It is recommended that the following records are maintained, kept secure and are readily accessible for a minimum of 9 months after the date of the last dismissal on the grounds of redundancy:
- evidence of action to avoid potential redundancies
 - copies of written notification to the trade unions of potential redundancies, copy of Section 188 Notice
 - evidence of appropriate consultation including a copy of notification to the Department for Business, Innovation and Skills (BIS) if appropriate
 - evidence of the use of objective redundancy selection
 - records of Redundancy Panel decisions and dates of meetings
 - information on any appeals raised including the basis of the appeal, dates of meetings, details considered at any Personal Hearing and Appeal Hearing and notification of the outcome
 - copies of redundancy termination letters to employees including the calculation of benefits including their written acceptance
 - copies of any employee written acceptance or rejection of any offer of alternative employment
 - copies of the relevant Schools' Model Redundancy Policy and Guidance

Appendix 1 - Procedure for the Personal Hearing

Action	Person
<ul style="list-style-type: none"> ▪ Introductions and explanation of the process to be followed ▪ That an adjournment may be requested at any time during the hearing ▪ Outline of reasons for the meeting/hearing 	The Chair of the Redundancy Panel
Explanation for the employee's selection for redundancy	Head Teacher
Questions to Head Teacher	Employee or trade union representative/work colleague
Questions to Head Teacher	The Chair/Redundancy Panel
Presentation of employee's case based on any of the following: <ul style="list-style-type: none"> ▪ redundancy proposals ▪ provisional redundancy decisions ▪ the offer of a post which the employee deems to be an unsuitable alternative to redundancy 	Employee or trade union representative/work colleague
Questions to the employee	Head Teacher
Questions to the employee	The Chair/Redundancy Panel
Summing up of the School case	Head Teacher
Summing up of the employee's case	Employee or trade union representative/work colleague
Withdraw from the meeting/hearing whilst the case is being considered	Head Teacher, employee, trade union representative/work colleague
If the Chair requires further clarification on a point of fact, both parties will be asked to return even if the question is to be put to one side only, so that the other side can hear what is being said	The Chair/Redundancy Panel
The Redundancy Panel make the decision	Redundancy Panel
Hearing reconvened all parties return and employee informed of the decision and: <ul style="list-style-type: none"> ▪ right of appeal if appeal is not upheld and original selection decision confirmed ▪ return to the previous stage of the process to select another member of staff for compulsory redundancy, if appeal is upheld 	The Chair/Redundancy Panel
Formal letter confirming decision and right of appeal issued within 5 working days	The Chair/Redundancy Panel

Appendix 2 - Procedure for the Appeals Committee

Action	Person
<ul style="list-style-type: none"> ▪ Introductions and explanation of the process to be followed ▪ That an adjournment may be requested at any time during the hearing 	The Appeals Chair
Presentation of employee's case	Employee or trade union representative/work colleague
Questions to the employee	Chair of Redundancy Panel / Head Teacher
Questions to the employee	The Appeals Chair/Committee, and HR Consultant/representative of the Director of Education, Skills and Employment
Presentation of the School's case	Chair of Redundancy Panel / Head Teacher
Questions to the Chair of Redundancy Panel / Head Teacher	Employee or trade union representative/work colleague
Questions to the Chair of Redundancy Panel / Head Teacher	The Appeals Chair/Committee, and HR Consultant/representative of the Director of Education, Skills and Employment
Summing up of the employee case	Employee or trade union representative/work colleague
Summing up of the School's case	Chair of Redundancy Panel / Head Teacher
Withdraw from the hearing whilst the case is being considered	Chair of Redundancy Panel / Head Teacher, employee, trade union representative/work colleague
If the Appeals Chair/Committee requires further clarification on a point of fact, both parties will be asked to return even if the question is to be put to one side only, so that the other side can hear what is being said	The Appeals Chair/Committee
The Appeals Committee make the decision	The Appeals Chair/Committee, and HR Consultant/representative of the Director of Education, Skills and Employment
Hearing reconvened all parties return and employee informed of the decision	The Appeals Chair
Formal letter confirming decision issued within 5 working days	The Appeals Chair

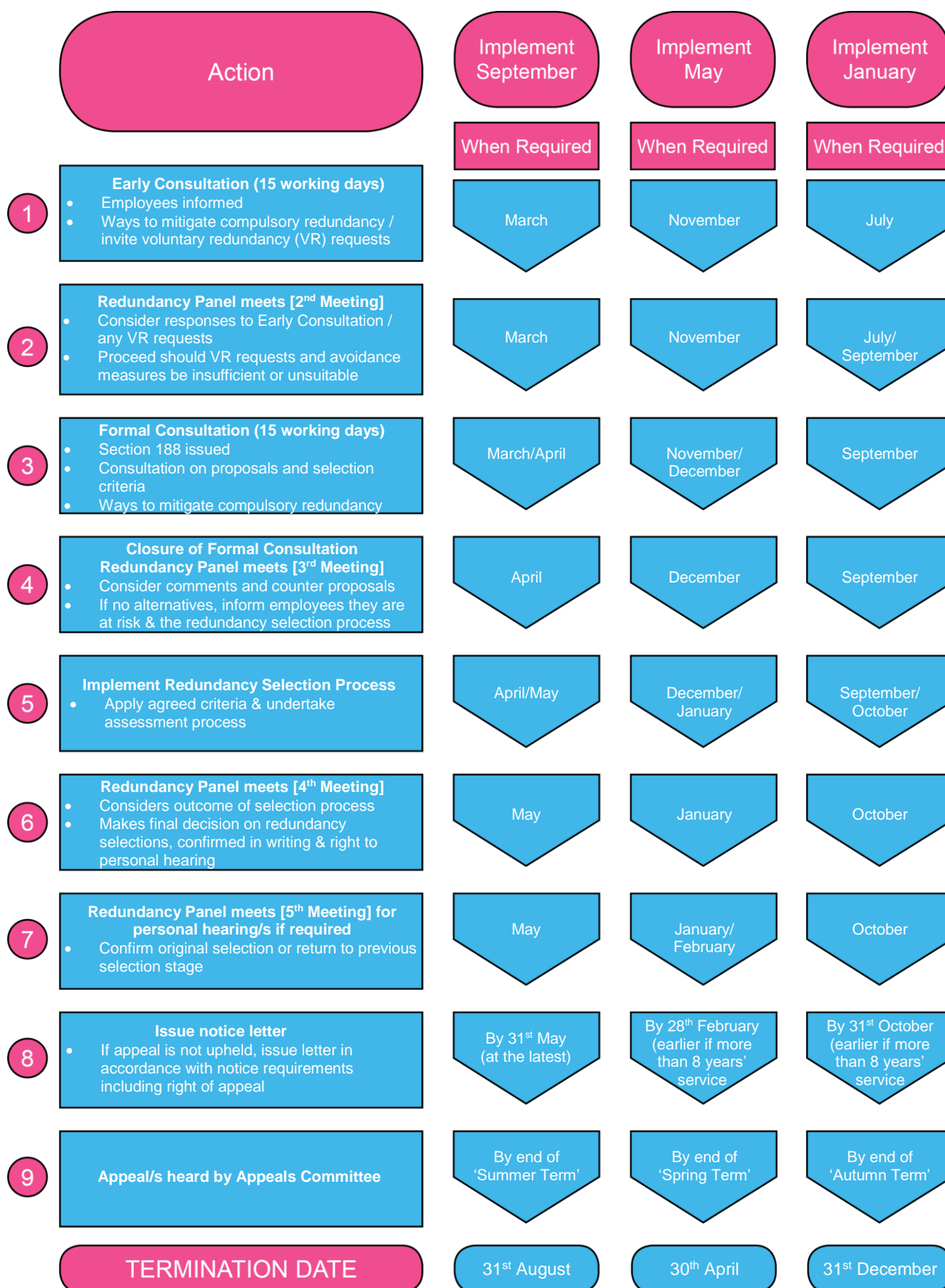
Appendix 3 - Ready Reckoner (see notes below)

Age (years)	Service (years)																			
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
18* (1)	1																			
19	1	1.5																		
20	1	1.5	2																	
21	1	1.5	2	2.5																
22	1	1.5	2	2.5	3															
23	1.5	2	2.5	3	3.5	4														
24	2	2.5	3	3.5	4	4.5	5													
25	2	3	3.5	4	4.5	5	5.5	6												
26	2	3	4	4.5	5	5.5	6	6.5	7											
27	2	3	4	5	5.5	6	6.5	7	7.5	8										
28	2	3	4	5	6	6.5	7	7.5	8	8.5	9									
29	2	3	4	5	6	7	7.5	8	8.5	9	9.5	10								
30	2	3	4	5	6	7	8	8.5	9	9.5	10	10.5	11							
31	2	3	4	5	6	7	8	9	9.5	10	10.5	11	11.5	12						
32	2	3	4	5	6	7	8	9	10	10.5	11	11.5	12	12.5	13					
33	2	3	4	5	6	7	8	9	10	11	11.5	12	12.5	13	13.5	14				
34	2	3	4	5	6	7	8	9	10	11	12	12.5	13	13.5	14	14.5	15			
35	2	3	4	5	6	7	8	9	10	11	12	13	13.5	14	14.5	15	15.5	16		
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14.5	15	15.5	16	16.5	17	
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15.5	16	16.5	17	17.5	
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16.5	17	17.5	18	
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17.5	18	18.5	
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18.5	19	
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19.5	
42	2.5	3.5	4.5	5.5	6.5	7.5	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
44	3	4.5	5.5	6.5	7.5	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	
45	3	4.5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
46	3	4.5	6	7.5	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5	
47	3	4.5	6	7.5	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
48	3	4.5	6	7.5	9	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5	
49	3	4.5	6	7.5	9	10.5	12	13	14	15	16	17	18	19	20	21	22	23	24	
50	3	4.5	6	7.5	9	10.5	12	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5	24.5	
51	3	4.5	6	7.5	9	10.5	12	13.5	15	16	17	18	19	20	21	22	23	24	25	
52	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5	24.5	25.5	
53	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19	20	21	22	23	24	25	26	
54	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	20.5	21.5	22.5	23.5	24.5	25.5	26.5	
55	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22	23	24	25	26	27	
56	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	23.5	24.5	25.5	26.6	27.7	
57	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25	26	27	28	
58	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	26.5	27.5	28.5	
59	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	27	28	29	
60	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	27	28.5	29.5	
61* (2)	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	27	28.5	30	

18* (1) It is possible that an individual could start to build up continuous service before age 16, but this is likely to be rare, and therefore the table has been started from age 18.

61* (2) The same figure should be used when calculating the redundancy payment for a person aged 61 and above.

Appendix 4 - Indicative Redundancy Timeline: Teachers



Reviewed on	Reviewed by	Completed
January 2024	Darron Evans	February 2024
March 2024	First adopted	March 2024