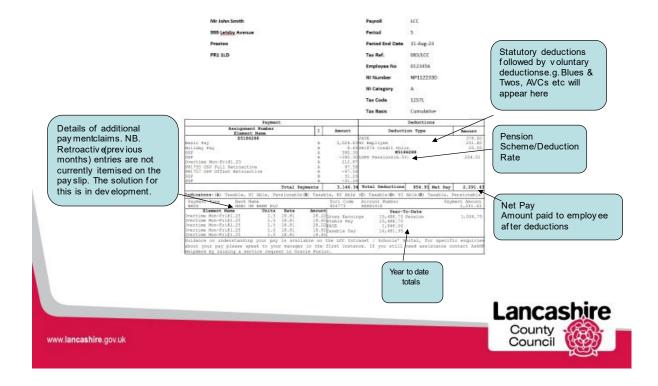
# **Understanding your pay**



Common abbreviations that may be on your payslip

OSP - Occupational Sick Pay

SSP – Statutory Sick Pay

OMP/OAP – Occupational Maternity/Adoption Pay

SMP/SAP – Statutory Maternity/Adoption Pay

POA – Payment on Account

Retro / Arrears – Payments made relating to a period prior to the current month.

### **Additional Information**

## **Sick Pay**

Sick pay can be paid as Full / Half Occupational Sick pay (OSP) / Statutory Sick Pay (SSP) / or a combination of both.

If you have full occupational sick pay entitlement and your absence is less than 4 days, you will see on your pay slip, a positive and negative value and this will result in no reduction of pay.

If you have full occupational sick pay entitlement and your absence is more than 4 days, you will see OSP and SSP as a positive and negative value and this will result in no reduction of pay.

If you are not entitled to full occupational sick pay and for example you only get half pay or are only in receipt of statutory sick pay only, your basic pay will show on your pay slip and be offset with the sick pay entitlement and your basic pay will reduce.

## **Holiday Pay**

LCC employees claiming additional above contracted hours will be paid holiday pay as a percentage of the value for the hours claimed and this will appear as a separate entry on your payslip as Holiday Pay.

### **Payment on Accounts**

In cases where you might have been underpaid or not paid at all, for example a late notification of a new starter, Payroll Services may make an emergency payment (subject to the criteria that can be found on the intranet) and this is known as a Payment on Account (POA). A calculation is carried out by payroll to determine the pay owed and the payment is then made via faster payment direct to your bank. The amount owed will appear on the next pay period payslip and the payment made as a Payment on Account will show as a deduction.