



South East Cornwall Multi Academy Regional Trust

Redundancy and Redeployment Policy

Date	Changes
3/9/17	Original draft circulated to LGCs and Trust Board
26/3/18	All SMART-Trust policies which unions requested further consultation on were removed from sites and previous policies reinstated to enable establishment of a JCNC and a fresh round of consultation
14/12/18	Updated draft circulated
13/03/19	Copy sent to senior staff, unions, LGC, legal and Trust Board inviting comments
01/05/19	Consultation with unions in JCNC meeting at Liskeard
09/07/19	Consultation with unions in JCNC meeting at Liskeard
19/09/19	Consultation with unions in JCNC meeting at Liskeard
5/12/19	Approved by Trust Board

Adopted Date: 5 December 2019

Current Status: Fully consulted and approved

Review Date: Spring 2022

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Introduction

The Trust will always try to avoid the need for compulsory redundancies but recognises that sometimes these may be necessary. The needs of the Trust or methods of working may change and requirements for employees may reduce.

In general terms redundancy situations in schools tend to fall into one of the following two categories:

- falling school roll or other reasons which cause a reduction in funding
- diminished need for the requirement to carry out work of a particular type.

It is acknowledged that where a school's financial budget necessitates a reduction in costs that can only be achieved through a reduction in staffing, these circumstances will satisfy the Trust's criteria for a genuine redundancy.

It is quite possible for the requirements for one kind of employee to be increasing at the same time as those for another are decreasing. If the latter are dismissed for his reason, it will be redundancy.

The purpose of this policy is to ensure that whenever a potential redundancy situation arises the Trust communicates clearly with all affected employees and ensure that they are treated fairly by;

- trying to find ways of avoiding compulsory redundancies;
- consulting with employees and with recognised trade unions; and
- ensuring any selection for compulsory redundancy is undertaken fairly, reasonably and without discrimination.

This policy applies to all employees other than those who will have transferred to the Trust under the TUPE Regulations with different terms and conditions relating to redundancy. It does not apply to agency workers, consultants or self-employed contractors.

This policy will be reviewed annually to ensure that it reflects the Trust's legal obligations and our organisation's needs.

This policy does not form part of any employee's contract of employment and the Trust Board may amend it at any time following consultation including consultation with the JCNC and LGCs.

The Employment Rights Act (ERA) 1996 states that a redundancy arises when employees are dismissed in the following circumstances:

- where the employer has ceased, or intends to cease, to carry on the business for the purposes of which the employee was employed;
- where the employer has ceased, or intends to cease, to carry on the business in the place where the employee was so employed;
- where the requirements of the business for employees to carry out work of a particular kind in the place where they were so employed have ceased, or diminished or are expected to cease or diminish.

Definitions

“Cease” means cease either permanently or temporarily and from whatsoever cause, and “diminish” has a corresponding meaning [s139(6) ERA 1996].

“Business” for these purposes includes a trade or profession, and any activity carried on by a body, whether corporate or unincorporated [s235(1) ERA 1996].

Step 1: Formulating a business case (Week 1)

After consultation with the CEO, the Headteacher or another person nominated by the Headteacher, will produce and submit a proposed business case for consideration first by the CEO, Chair of the Trust Board, and then, following this check, by the Local Governing Committee. The business case will set out the following:

- the reasons for the proposals,
- the numbers and descriptions of posts identified as potentially redundant,
- the total number of posts of any such description in existence at the establishment in question,
- the proposed method of selecting the employees who may be dismissed,
- the proposed method of carrying out the dismissals, with due regard to any agreed procedure, including the period over which the dismissals are to take effect as described in the proposed timeline,
- the proposed method of calculating the amount of any redundancy payments to be made (otherwise than in compliance with an obligation imposed by or by virtue of any enactment) to employees who may be dismissed,
- the number of agency workers working temporarily for and under the supervision and direction of the school,
- the parts of the school's undertaking in which those agency workers are working,
- the type of work those agency workers are carrying out,
- Details of financial accounts for the last three years,
- The current and proposed staffing structures,
- Job descriptions for new posts.

In carrying out any redundancy exercise the Trust will not discriminate directly or indirectly on grounds of any protected characteristic including: gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. Part-time employees and those working under fixed-term contracts will not be treated less favourably than permanent or full-time comparators.

Under the Equality Act 2010 it is unlawful to discriminate against an employee because of their disability. The redundancy process and selection criteria must not put disabled employees at a disadvantage.

Employees must not be selected for redundancy due to the fact they are pregnant or on maternity leave. The Trust will ensure the redundancy process and selection criteria does not discriminate unfairly against pregnant women or those on maternity leave. Pregnant employees should be offered suitable alternate vacancies in priority to other employees at risk.

The Trust will ensure any employees who are absent on sick leave, maternity leave or paternity leave are given consideration as to how they are fully included in the communication and consultation processes of a redundancy exercise.

Where necessary the Trust will adapt the procedure to ensure discrimination does not occur.

Step 2: Business case agreed by the Trust Board (Week 2)

The full business case including the steps planned to avoid compulsory redundancy will be sent to the Trust Board for consideration. The Board may request clarifications or additions before agreeing the business case. A majority must agree for the case to continue to the next stage.

Restructuring

Business cases can include options for restructuring and proposed changes of roles. Such changes are dealt with through this same policy. Please refer to the pay policy for specific pay protection details and TUPE provisions that may be relevant in a restructuring. Such options must be stated clearly in the business case and explored as options if they arise later in the process.

Step 3: Commencement of Consultation with Unions (Week 3)

Under the agreement of confidentiality, unions will be sent a Pack of information containing the business case as per Step 1 above for their comments and so they can ensure they retain some availability or plan to attend on the launch day in support of their members. They commit to complete confidentiality and ensuring no member of staff at the Trust is informed prior to all staff being informed at the launch.

The date for collective formal consultation meetings will be at least 5 weeks from the date of this Pack being sent to Unions

Notification to other MAT Headteachers

Pack sent so Heads can prepare for questions and opportunities around possible redeployment. Any suggestions for inclusion in the Pack are sent to the Trust Board Clerk for possible inclusion in the Pack.

Step 4: Assembling the 'Staff Selection Committee' (Week 4)

The Local Governing Committee will nominate a panel of at least 3 local governors to form the 'Staff Selection Committee' and a panel of at least three governors to form the 'Appeals Committee'. Members of the Appeals Committee should not play any part in the process until an appeal stage is reached.

The Staff Selection Committee will be taken through the business case and the process explained to them by a suitably qualified person who is not part of their Committee. This may be the Headteacher, legal representative, external consultant, Trustee or CEO as appropriate and will not be a member of the Committee nor have voting rights.

The Staff Selection Committee, will consider the proposal and the redundancy exercise will not proceed until the proposal has been approved.

Avoiding compulsory redundancies

In the first instance both the Staff Selection Committee and Trust Board will consider steps that might, depending on the circumstances, be taken to avoid the need for compulsory redundancies. This will include:

- ending the use of agency staff in affected categories, self-employed contractors and consultants, apart from exceptional circumstances;
- ending recruitment in affected categories of employee and in those areas into which affected employees might be redeployed, except in exceptional circumstances.

The Trust will consult and work with trade unions to look at alternatives to redundancy to avoid job losses.

The Staff Selection Committee and the Trust Board will give due consideration to feedback obtained during the consultation process which will be discussed and the outcomes clarified as appropriate. The Staff Selection Committee and the Trust Board will consider suggestions to be taken to avoid the need for compulsory redundancies where possible. Steps will be implemented to help resolve the situation that has led to the need for potential redundancies and to mitigate the consequences of any dismissals. Following this process compulsory redundancies will remain a last resort.

Step 5: Launch of the Consultation Process (Week 5)

Following approval of the proposal, the business case will be shared with the recognised trade unions and staff potentially affected. The Trust will then consult the recognised trade unions on the procedure that will then be followed and the criteria that will be applied.

Headteachers will provide information in this launch meeting and will email out to all those involved and relevant union representatives with the aim of all receiving this information at the same time. This pack will include:

- an invitation to formal consultation meeting ideally in week 8 of the process
- notification of deadline for consultation comments ideally in week 8 of the process
- an invitation for any member of staff to meet further with the Headteacher for clarification if they wish
- information on how staff confidentially enquire about voluntary redundancy pay

After the meeting the following will be sent to employees at risk:

- a follow up with a letter to all staff confirming the points made in the meeting
- a copy or link to the pack is emailed to all staff after the meeting.

All staff involved within the school, will be invited to propose alternative solutions and will be given the contact details for the Trust's HR Officer to whom they can direct confidential enquiries regarding voluntary redundancy pay or any other financial solution.

As part of this process any staff member who is facing potential redundancy will be reminded of their right to be accompanied in all meetings by their trade union representative or a work place colleague.

Voluntary Redundancy

The school will seek volunteers for redundancy or redeployment at the earliest opportunity and will undertake this as part of the initial staff consultation exercise.

Employees interested in considering voluntary redundancy may confirm their interest to the Headteacher who will arrange for a confidential redundancy financial estimate to be provided to them. Alternatively, the employee may contact the Trust's HR Officer direct with a view to seeking this information.

Employees must have 2 years' service to be entitled to a redundancy payment. The amount of the payment is calculated by reference to the period of continuous service with the Trust including any previous qualifying service with previous organisations as a result of a TUPE arrangement. Service which has been subject of a previous redundancy payment will not count for this purpose. The maximum service that may be counted is 20 years. The statutory redundancy chart is shown at Appendix 1.

The Trust's HR Officer will provide employees with financial estimates of redundancy benefits on request to allow employees to make an informed decision with regard to voluntary redundancy. An individual's expression of interest in voluntary redundancy will not be seen by the Trust as a commitment to take it up.

An employee at risk who wishes to take voluntary redundancy, should confirm the request in writing to the Headteacher according to the timetable published at the start of the process. The Headteacher will pass requests to the Staff Selection Committee.

The Staff Selection Committee will meet to consider requests for voluntary redundancy. Any decisions for accepting volunteers for redundancy should be based on clearly stated criteria, with due regard to the future needs of the school. Once a request for voluntary redundancy has been approved, it will be confirmed in writing. The Governing Body may be required to disclose the criteria used for accepting volunteers for redundancy and the reasons for not selecting a volunteer after the conclusion of the redundancy / redeployment process.

The Governing Body retains the right to refuse a request for voluntary redundancy in favour of a compulsory redundancy where such a request would not present a workable option for the school. An individual has no right to appeal against not being selected for voluntary redundancy.

During the consultation process Headteachers should consider what suitable alternative work might be available within their own school, as well as with any other school within the MAT or the Central Business Unit. A central process for this is managed by the CBU.

During the staff consultation process Headteachers should also invite expressions of interest from staff who may be willing to relocate to work in another school where there may be a volunteer for redundancy from another SMART school. Such an arrangement may also avoid a compulsory redundancy.

Step 6: Staff Selection Committee meet to consider voluntary redundancy requests (Week 8)

The timetable for applications for voluntary redundancies will be set at the outset of the process. This will include the date for any applications to be considered by the Staff Selection Committee.

If the number of applications for voluntary redundancy exceeds the number of posts to be declared redundant then the Staff Selection Committee will apply criteria fairly to those requests to identify those employees who will be accepted.

If sufficient employees apply and are accepted for voluntary redundancy, then the remainder of the process will be rendered unnecessary.

Step 6: Formal collective consultation meetings (Week 8)

Feedback and suggestions will have been received hence the meeting is just after the initial consultation period has closed. Staff selection committee are present at this meeting and unions will have been invited in week 3 of the process.

Making compulsory redundancies (Week 11-14)

Compulsory redundancies will be made after having pursued the stages described earlier in the policy.

The criteria used to select those employees who will potentially be made redundant will be based on fair criteria and anticipated needs. Trade unions will be consulted on the selection criteria. Any changes requested to the criteria during the consultation process will be considered by the Staff Selection Committee.

The scoring against the criteria will be undertaken by the Staff Selection Committee. This may be the Headteacher, members of the Senior Leadership Team, a panel of Local Governors or a combination of any of these categories. In all cases, the Governor Panel will verify after the process that this has been conducted fairly.

The Trust will then consult individually with those employees who have been provisionally selected for redundancy. The consultation will be conducted by either the Headteacher or the panel of three Local Governors and employees will be advised of their right to be accompanied in all meetings by their trade union representative or a work place colleague.

Collective consultation is a legal requirement where there is a proposal to make 20 or more posts redundant in a 90 day period, although the Trust undertakes to consult with trade unions in all cases of proposed redundancy.

The Trust will continue to look for alternative employment for redundant employees and inform them of any vacancies within SMART until their termination dates. This may include canvassing interest from staff in unaffected areas to explore possibilities for voluntary redundancy or redeployment. The manner in which redundant employees will be invited to apply for and be interviewed for vacancies will be organised depending on the circumstances existing at the time.

Suitable alternative employment may be offered where possible within another area of the Trust, subject to a 4-week trial period. The 4-week period can be extended if additional training is needed but this must be agreed in writing before the trial period starts. If, during the trial period the employee decides the alternative job is not suitable, they should tell the Trust and their redundancy rights will not be affected. However, for this to apply the employee must give notice during the 4-week trial period.

Where staff accept suitable alternative employment on less favourable terms as an alternative to redundancy the Trust will follow the safeguarding of pay guidance as set out in the Trust's Pay Policy – Teaching Staff and pay protection as set out in the Trust's Pay Policy - Support staff.

Alternatively, redundant employees may need to apply for a vacancy where the role is sufficiently different from the role they were previously undertaking.

Where the Trust is unable to offer alternative employment it will support employees to look for work with other employers. This will include counselling, assistance in seeking alternative employment including a reasonable amount of paid time off to attend job interviews and may involve support for training for future employment. Pre-retirement courses will be offered to redundant employees where appropriate.

Where selection for redundancy is confirmed, employees selected for redundancy will be given notice of termination of employment in accordance with their contracts and written confirmation of the payments that they will receive. Employees will be given the opportunity to appeal against this decision within 10 days.

Appeals (Week 17-18)

Employees under notice of redundancy have the right to appeal against the decision. An employee's appeal should be submitted in writing to the Clerk of Governors within 10 school days of receiving notification of the decision. The school will arrange for an appeal hearing to take place within 10 days of the appeal being received.

The appeal will be heard by a Governors' Appeal Panel consisting of at least three governors none of whom will have been involved in either the selection exercise or the individual consultation meetings.

The appeal hearing is not a full rehearing of the case but an opportunity for an employee to challenge the decision to serve them with notice of redundancy.

Timeline

In the following table, the term 'Week' refers to 5 school days. Hence if we consider that 10 school days after the launch of a redundancy process, voluntary redundancy requests must be received, if the launch was just prior to the Easter break then this deadline would be four calendar weeks. Hence, the following table is provided as a broad outline. A full version of such a timeline with calendar dates clearly shown, must be provided as part of the redundancy Pack issued at the start of a redundancy process. The specific details of your Pack should then become the authoritative reference and the following table just an outline.

Key event or deadline	Week from the start
<p>Headteacher compiles a business case for the change in staffing</p> <ul style="list-style-type: none"> • Current situation and proposed final situation including the current and proposed staffing structure • Likely cost savings and likely cost of implementation • Narrative to explain how outcomes for children are protected • Expected timescale and which staff are likely to be effected • Suggested criteria for redundancy and voluntary redundancy • How other schools in the MAT will be kept informed and what opportunities for redeployment may be possible 	Week 1
<p>Agreement by the Trust Board</p> <p>Trust Board must agree any business case that could lead to redundancy and must ensure insurers are informed.</p> <p>Any criteria that have been proposed which do not appear in the list of suggested criteria in this policy will require detailed evidence in support of their inclusion verified by a check with legal advisors.</p>	Week 3
<p>Following Trust Board approval</p> <p>Notification to Unions</p> <p>Under the agreement of confidentiality, unions will be sent the Pack of information for their comments and so they can ensure they retain some availability or plan to attend on the launch day in support of their members. They commit to complete confidentiality and ensuring no member of staff at the Trust is informed prior to all staff being informed at the launch.</p> <p>Notification to MAT Headteachers</p> <p>Pack sent so Heads can prepare for questions and opportunities around possible redeployment. Any suggestions for inclusion in the Pack are send to the Trust Board Clerk for possible inclusion in the Pack.</p>	Week 3
<p>Assembling the governor panel called the “Staff selection committee”</p> <p>Three governors and one reserve governor are elected by the Chair of Governors (or Chair of the Trust Board in the case of CBU staff) usually with the agreement of the relevant governing committee. These three meet to verify the criteria and the Pack is clear and correct. Any comments from trade union confidential feedback can be considered at this point as well as any comments from Headteachers.</p> <p>Given that the expected date for appeals is known, the appeals panel is also determined at this time.</p>	Week 4
<p>Launch of consultation with trades unions, staff and all governors</p> <ul style="list-style-type: none"> • Invitation to formal consultation meeting in at least 2 weeks' time • Notification of deadline for consultation comments in at least 2 weeks 	Week 5

<ul style="list-style-type: none"> • Headteacher meets with all staff then follows up with a letter to all staff confirming the points made in the meeting • Copy or link to the Pack is emailed to all staff after the meeting • Invitation for any member of staff to meet further with the Headteacher for clarification if they wish • How staff confidentially enquire about voluntary redundancy pay 	
Deadline of requests of voluntary redundancy to the Headteacher	Week 7
Staff Selection Committee meet to review applications for voluntary redundancy based on the paperwork provided and write to staff to communicate the outcome.	Week 8
Formal consultation meeting with trade unions. Feedback and suggestions will have been received hence the meeting is just after the initial consultation period has closed. Staff selection committee are present at this meeting.	Week 8
All feedback and suggestions reviewed and the Pack is updated Full review of the outcome of the consultation and feedback received. The Pack is updated in the light of this and all parties are sent a copy.	Week 9
The whole pool of staff identified as at risk of redundancy are informed If alternative roles or post are available anywhere in SMART, then applications are invited within this letter. Deadlines for applications would be notified at the time.	Week 10
SSC meet and notify staff of provisional selection for redundancy Staff Selection Committee meet and notify staff by letter of provisional selection for redundancy and invites to Staff Selection Committee Consultation Hearing - including right to make appeals/representations (These individual meetings will be scheduled to start 5 school days later although any meeting can be rearranged a further 5 working days if the union representative is not available at the allocated time)	Week 11
1st Panel Consultation Hearing with SSC Each member of staff identified for provisional selection will have a meeting arranged with the Staff Selection Committee Consultation to discuss the reasons for the provisional selection for redundancy and to provide an opportunity for the employee to ask questions, raise concerns and make representations against the proposal and/or their provisional selection and to consider alternatives to redundancy. The member of staff can bring a work colleague or union representative to this meeting.	Week 12
Staff selected for redundancy receive a letter to confirm this decision Confirmation of the decision and notice of right of appeal to Staff Selection Appeals Committee (10 school days in which to appeal)	Week 14
Deadline for appeals to be received Deadline for appeals to be received (10 school days after notice). Staff wishing to appeal must complete the form setting out their appeals/representations (to Headteacher)	Week 17
Notice of formal redundancy or invitation to appeal hearing If no appeal has been received, Staff Selection Committee notifies staff by letter giving formal notice	Week 18
Staff begin their notice period which will vary in length depending on the member of staff and the time of year the process takes place	

<p>Governor or Trust Board Appeals Committee meet to hear appeals Three governors who have so far not been involved, arrange meetings to hear the appeals. They write to staff at most 5 school days after the appeal hearing to inform staff of their decision. LGC members with no previous involvement, if none are available then Trustees can be asked and if none available, governors from other schools in the MAT.</p>	<p>Week 18</p>
<p>Headteacher informs staff and/or parents as appropriate of new structure by letter.</p>	<p>Week 19</p>

Calculation of Redundancy Pay

In accordance with s 162 of the Employment Rights Act 1996, an employee with two years' continuous service who is dismissed by reason of redundancy is entitled to compensation by way of a statutory redundancy payment.

Teachers – Subject to eligibility above, all teacher are entitled to the redundancy payment payable using the teacher's actual salary to calculate the person's weekly pay for the formula. If the Governors of the specific school decide to enhance the leave of payment they must declare this to their staff as an addendum to this policy, any costs subsequently incurred will be the responsibility of that school to meet.

Support Staff – Support staff will be entitled to Statutory Redundancy as detailed in the ERA 1996 using actual weekly salary.

Where differing arrangements have been taken into account during the TUPE transfer process these must be referenced here.

For support staff, and others covered by the Modification Order, continuous service for the purposes of Part XIV of the Employment Rights Act is continuous service with the current employing authority/body, other local authorities, and others covered by the Modification Order.

Support staff in the Local Government Pension Scheme (LGPS) over the age of 60, subject to eligibility (more than 3 month's pensionable service) may be entitled to an immediate pension and lump sum payable by the LGPS.

Support staff who were already members of the LGPS prior to 1 April 2008 are currently able to access their pension benefits from the age of 55 onwards in cases of redundancy.

Those support staff who became members of the LGPS on or after 1 April 2008 cannot access their pension benefits until the age of 60.

Redundancy Payments

Redundancy payments are calculated on the basis of an individual's actual weekly pay at the date of dismissal.

In accordance with the statutory limits redundancy payments are calculated as follows: -

- service under the age of 18 does not count, nor does that over the normal retirement age;
- for each year of service between the ages of 18 and 21 the employee receives half a week's pay;
- for each year of service between the ages of 22 and 40 the employee receives one week's pay;
- for each year of service between the ages of 41 and 64, the employee receives one and a half weeks' pay.

The maximum service which can be taken into account is 20 years, and the greatest amount of redundancy pay which is payable is 30 weeks. Service is counted back from the date of redundancy.

Employees will be subjected to a tax deduction if the redundancy payment exceeds £30,000.

The table below will be used to calculate the number of week's redundancy pay that will be payable using complete full years of service and the employee's age at the time of dismissal.

For more information see: www.gov.uk/calculate-your-redundancy-pay

Compensation under the Employment Rights Act 1996

Age	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	1½																		
20	1	1½	2																	
21	1	1½	2	2½																
22	1	1½	2	2½	3															
23	1½	2	2½	3	3½	4														
24	2	2½	3	3½	4	4½	5													
25	2	3	3½	4	4½	5	5½	6												
26	2	3	4	4½	5	5½	6	6½	7											
27	2	3	4	5	5½	6	6½	7	7½	8										
28	2	3	4	5	6	6½	7	7½	8	8½	9									
29	2	3	4	5	6	7	7½	8	8½	9	9½	10								
30	2	3	4	5	6	7	8	8½	9	9½	10	10½	11							
31	2	3	4	5	6	7	8	9	9½	10	10½	11	11½	12						
32	2	3	4	5	6	7	8	9	10	10½	11	11½	12	12½	13					
33	2	3	4	5	6	7	8	9	10	11	11½	12	12½	13	13½	14				
34	2	3	4	5	6	7	8	9	10	11	12	12½	13	13½	14	14½	15			
35	2	3	4	5	6	7	8	9	10	11	12	13	13½	14	14½	15	15½	16		
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14½	15	15½	16	16½	17	
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15½	16	16½	17	17½	
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16½	17	17½	18	
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17½	18	18½	
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18½	19	
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19½	
42	2½	3½	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
44	3	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	
45	3	4½	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
46	3	4½	6	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	
47	3	4½	6	7½	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
48	3	4½	6	7½	9	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	
49	3	4½	6	7½	9	10½	12	13	14	15	16	17	18	19	20	21	22	23	24	
50	3	4½	6	7½	9	10½	12	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	24½	
51	3	4½	6	7½	9	10½	12	13½	15	16	17	18	19	20	21	22	23	24	25	
52	3	4½	6	7½	9	10½	12	13½	15	16½	17½	18½	19½	20½	21½	22½	23½	24½	25½	
53	3	4½	6	7½	9	10½	12	13½	15	16½	18	19	20	21	22	23	24	25	26	
54	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	20½	21½	22½	23½	24½	25½	26½	
55	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22	23	24	25	26	27	
56	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	23½	24½	25½	26½	27½	
57	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25	26	27	28	
58	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	26½	27½	28½	
59	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28	29	
60	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	29½	
61*[2]	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	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 we have started Table 2 from age 18.

61* [2] - The same figures should be used when calculating the redundancy payment for a person aged 61 and above.