



UK Health
Security
Agency

Information sheet for applicants – Appointments on UK Health Security Agency terms and conditions including Pay Awards and Service Related Benefits

The information in this note is intended to provide an overview of pay and service related benefits within UK Health Security Agency (UKHSA), for individuals on UKHSA terms and conditions. If you have any questions about the information below these can be raised with the HR Operations Officer prior to acceptance of any post.

Starting Salary

For external applicants, in the vast majority of cases, the starting salary will be the minimum of the pay scale which has been advertised for the role. This is also advised on our advert.

For applicants already working within the Civil Service normal practice for level transfer or promotion will be followed.

Applicants from the NHS and / or employed on Agenda for Change terms and conditions of service may also be considered as either level transfers or promotions as UKHSA has undertaken rigorous job evaluation processes to enable us to establish comparable job grades.

New joiners to UKHSA are placed onto the relevant salary scale for their post (either National, Outer London or Inner London) and this is dictated by the base for that post. UK Health Security Agency does not pay any type of High Cost Area supplement on top of salary scale as a geographical allowance is consolidated into the salary scale where applicable.

Pay Awards

Pay awards are determined through an annual process in line with the Civil Service pay policy. UK Health Security Agency does not operate an incremental pay progression system.

The value of pay awards within UKHSA and across the Civil Service are not predetermined and will depend on monies available to the organisation in the year in question in line with Cabinet Office/Treasury guidance. Decisions are then made as to how these monies are distributed to eligible staff. Therefore, the value of pay awards can change each year within UKHSA.

Service related benefits

For external applicants appointed on UKHSA terms and conditions most service related benefits and allowances e.g. annual leave, sick leave will be at the base level on joining UKHSA.

However, UKHSA has agreement to recognise service from the NHS and Local Authorities, for the purposes of annual leave and sick leave only, where this service is continuous at the point of joining UKHSA.

If an applicant is joining UKHSA from elsewhere in the Civil Service then they will have continuous service which will be taken into account and service related benefits will be at the level commensurate with that continuous service.

For illustrative purposes the allowances for both annual and sick leave are outlined below:

Annual Leave	
On appointment	26 days
After five years of service	28 days
After ten years of service	32 days
<i>In addition, individuals will be entitled to:</i> <ul style="list-style-type: none"> <input type="checkbox"/> <i>one day of privilege leave granted for the Queen's birthday</i> <input type="checkbox"/> <i>eight public holidays</i> 	

Sick Leave	
During first year of service	One month's full pay, two months' half pay
During second year of service	Two months' full pay, two months' half pay
During third year of service	Four months' full pay, four months' half pay
During fourth and fifth years of service	Five months' full pay, five months' half pay
After completing 5 years' service	Six months' full pay, six months' half pay