Email to be sent to payroll manager, copy to LA Sec, to request payment under terms of JS/20/78

Dear [*Payroll Manager’s name*]

**Supply Teachers’ Job Retention Payment**

**[*Member’s name*] [*Member’s payroll number*]**

The SNCT agreement JS/20/78 dated 3 April 2020 concerns payment for loss of expected earnings for some supply teachers over the coming months and is laid out in the SNCT Joint Secretaries’ Letter [JS/20/78](http://www.snct.org.uk/library/2718/JS-20-78.pdf). This also applies to teachers who were on a fixed term contract but has now come to an end.

As I had a fixed term contract from *(start)* to *(end date*) at *(name of school)* I am entitled to payment under the terms of the above agreement and write to request this payment.

You will note that under the agreement the mechanism for determining the payment for loss of expected earnings, to be paid for the months of April, May and June, is to be calculated with reference to the average hours worked over the three month period from 1 January 2020 to 31 March 2020. I would appreciate a breakdown of the average pay calculation used to determine these payments.

Please also confirm arrangements for making these payments to me over the next three months.

I have copied my EIS Local Association Secretary into this email. Please ensure they are also copied into your acknowledgement of this email and your full response.

I look forward to hearing from you at your earliest convenience.

Regards

[*Name*]

cc [*LA Secretary’s name*], EIS Local Association Secretary