

# Warwickshire School of Anaesthesia LTFT pay guide

LTFT pay is more complicated to calculate than full time pay. Each LTFT rota is bespoke and HR have to enter every single shift into the rota template software in order to calculate your pay. This is laborious and error prone, especially with large numbers of LTFT trainees. In this guide there are tips on how to avoid getting paid incorrectly, followed by brief explanations of how your pay is calculated and how to understand the information on your payslip. The example rota templates are from Allocate, the software package used by UHCW and UHB. While templates from other Trusts may look different, the same principles apply. A lot of pay problems relate to errors that are present on the rota template but have been missed. It is a really good idea to learn how to check your rota template and pay calculations so that you can spot errors before they result in you being underpaid. The information contained here also applies to full time trainees. However, errors on rota templates are less common because a generic full time template is used and there are fewer opportunities for human error.

## Tips on how to avoid getting paid incorrectly:

**Tip 1. As soon as you are contacted by HR for your new placement send them a quick email.**

In your email include:

Grade (which determines your nodal pay point in Section 1) and % LTFT

Section 2 'old contract' or Section 1 'new contract' terms and conditions

If Section 2 your current pay increment.

Any special circumstances you may have. (eg. due to go off on maternity leave, changing rotas within the placement, moving up a nodal pay point eg ST5 to ST6)

Forward copies of pay protection certificates for the above.

**Tip 2. LTFT rota – Please send this to HR as soon as you receive it.**

Your department should have provided you with an LTFT rota. If this has not happened within 4 weeks of the placement start date, please get in contact with the rota coordinator in your department. Individual departments should send the rotas to HR, but occasionally this is delayed or missed. Attaching your rota to the email you are sending to HR anyway helps to avoid this issue.

**Tip 3. Rota template – please compare this to your LTFT rota as soon as you receive it**

- i) The Medical Workforce Team will enter your departmental rota into their software and generate a rota template. Your rota template is the shifts and pay calculations part of the work schedule. THIS IS THE MOST COMMON SOURCE OF ERRORS AS

THE SHIFTS FOR LTFT ARE ALL ENTRED BY HAND, AND INCORRECT SHIFTS MEAN INCORRECT PAY CALCULATIONS. **Compare the shifts in the rota template with your actual rota pattern to ensure they match.** The average weekly hours and nights may be slightly higher than the departmental rota as a formula is applied to adjust for leave allowance. See 'How LTFT pay is calculated' below for details. Based on the rota template your basic pay/nights will be calculated automatically and weekends calculated by hand using the ready reckoner. Information on 'how to understand your rota template' is provided below.

- ii) The rota templates for Section 1 and 2 trainees are slightly different, and template designs vary between Trusts. Section 2 trainees should check that the stated F bracket and banding are correct, either on the rota template or directly with HR. Section 2 trainees should check with HR their pay increment is correct. Section 1 or no pay protection applicable trainees should check that their LTFT allowances are documented. ***Please check these are what you are expecting.*** Information on section 1 and section 2 contract pay calculations can be found in the 'How your pay is calculated' pages below.

**If there are any problems please contact HR.**

**Tip 4. Pay day – check your payslip is what you were expecting**

Look at 'What your payslip will look like' below if you are unsure how to check your payslip. If you think there is a problem contact HR as soon as possible.

**Tip 5. Be aware that tax codes can be an issue too.**

This falls outside of the remit of this guide, however tax code errors can cause massive pay problems. Try to communicate your tax code (it is on your payslip) to the new Trust before you rotate. Payroll will often want your P45 from the previous Trust. This is a problem as typically your P45 gets sent to you a week or two after you leave, which is too late for payroll at your new Trust to pay you correctly for the first month. This will often lead to the new Trust using a Basic Rate (BR) code without any tax free allowance and you will see a large tax deduction from your salary. Being organised and speaking to payroll in both your old and new Trust is likely the best way to avoid tax errors.

Note, When Health Education West Midlands notify Trusts about trainee allocations they do not inform HR who is full time or LTFT. Hospitals are contractually required to send out a work schedule 8 weeks ahead of rotation. **Therefore some Trusts send you a generic full time work schedule for the placement, containing a full time rota template. This is followed by a revised LTFT rota template once they know your LTFT pattern.** Payroll are only notified once the LTFT rota template has been completed.

## How LTFT pay is calculated (New contract T&Cs & Section 1 protection)

This is a brief summary of LTFT pay with nodal points and weekend rates. Full details can be found at: [Publication of version 9 of the 2016 terms and conditions for doctors and dentists in training - NHS Employers](#)

From time to time these are updated and adjusted for inflation. The new figures can be found in the Pay and Conditions circular. The latest version from March 2021 is linked:

[Pay and Conditions Circular - NHS Employers](#)

### **Basic pay**

Your LTFT basic pay is your nodal point according to your grade (see table below), adjusted for your average weekly hours. The nodal points are for a 40 hour week. So the adjustments for LTFT are nodal point/40 multiplied by your average hours. Eg an ST3 at 80% LTFT working 36.5 hours/week is node 4 50017/40 \*36.5. Note, the HR software uses the average hours that have had allowance for leave applied to calculate the basic pay. Sometimes these are slightly higher than the actual rota hours.

Grade	Stage of training	Grade code	Nodal point	Value (£)
Foundation Doctor Year 1	FY1	MF01	1	28,808
Foundation Doctor Year 2	FY2	MF02	2	33,345
Specialty Registrar (StR) (Core Training)	CT1	MC51	3	39,467
	CT2	MC52		
	CT3	MC53	4	50,017
Specialty Registrar (StR) (Run-Through Training) / Specialty Registrar (StR) (Higher-Training) / Specialist Registrar (SpR)	ST1 / SpR1	MS01	3	39,467
	ST2 / SpR2	MS02		
	ST3 / SpR3	MS03	4	50,017
	ST4 / SpR4	MS04		
	ST5 / SpR5	MS05		
	ST6 / SpR6	MS06	5	53,077
	ST7 / SpR7	MS07		
	ST8 / SpR8	MS08		

### **Weekend allowance**

To calculate this you need to know the full time rota weekend frequency. LTFT are paid for their proportional contribution to a FT rota weekend frequency. ie if FT have 4 weekends in 13 weeks and you have 2, you get 2/4 of the weekend allowance for the FT rota. This is calculated for you by HR. There is a 'ready reckoner' excel sheet on NHS employers for this allowance.

[Doctors and dentists in training terms and conditions \(England\) 2016 | NHS Employers](#)

		Nodal point 1	Nodal point 2	Nodal point 3	Nodal point 4	Nodal point 5
Frequency	Percentage	Value (£)	Value (£)	Value (£)	Value (£)	Value (£)
1 in 2	15%	4,322	5,002	5,921	7,503	7,962
<1 in 2 – 1 in 3	10%	2,881	3,335	3,947	5,002	5,308
<1 in 3 – 1 in 4	7.50%	2,161	2,501	2,961	3,752	3,981
<1 in 4 – 1 in 5	6%	1,729	2,001	2,369	3,002	3,185
<1 in 5 – 1 in 6	5%	1,441	1,668	1,974	2,501	2,654
<1 in 6 – 1 in 7	4%	1,153	1,334	1,579	2,001	2,124
<1 in 7 – 1 in 8	3%	865	1,001	1,185	1,501	1,593

For the example above, 4 weekends in 13 weeks 1:3.25 vs 2 in 13, 1:6.5.  $3.25/6.5 = 0.5$ . The LTFT trainee at Nodal point 4 gets  $3752 * 0.5 = £1876$ .

### **Additional rostered hours**

These are paid to FT trainees for working hours above the 40 hours of their nodal point. LTFT trainees work less than 40 hours so this will be zero.

### **Nights premium**

Basic + 37% is paid for any hours worked outside of 21:00 to 07:00. If a shift starts between 20:00 and midnight and lasts at least 8 hours, or if a shift ends between midnight and 04:00, the whole shift receives basic +37%. The total hours qualifying for night premium are then averaged across the rota period, and corrected for leave allowance. HR software does this automatically based on the rota template.

### **LTFT allowance**

All LTFT trainees on the new contract/Section 1 T&Cs qualify for this allowance. For those that were already an LTFT in August 2016, and who have continued as an LTFT in training, the allowance is £1500 split into 12 monthly payments. For trainees who turned LTFT after 2016, moved to full time and then back to LTFT or have come out of continuous training the allowance is £1000. On your payslip this appears as Flex PT Trans 2016 or 2018.

## Understanding your rota template (New contract T&Cs)

Your work schedule contains a rota template. Your rota template contains a list of all your shifts, the shift start and end times and the pay calculations. The shifts are entered into rota software manually by HR. Your average weekly hours should match the rota provided by your department. The software then applies a calculation to adjust these for prospective leave allowances, called the Riddell formula. The adjusted hours are used to calculate your basic pay and night premium. Most Trusts will send LTFT trainees a bespoke rota template, rather than a full work schedule.

**Basic pay and night premium** are calculated automatically from the HR software and, provided the shifts and nodal point are correct, the figures should be correct. ***Please ensure you check the rota template and that all shift times match your actual rota*** working arrangements. If any shifts are incorrect, please ensure this is escalated to both your rota manager and HR as early as possible.

**Weekend allowance** is calculated by HR using the methods summarised above.

**Prospective leave allowance calculation** (Riddell formula). It is expected that within a rota there will be occasions where doctors will have to swap shifts. This may be due to annual leave or covering a colleague's absence. Where the hospital does not have a process for covering these situations with locums a prospective allowance is provided. The Riddell formula is weighted in favour of higher value shifts (long days/nights). The more high value shifts in a rota, the more chance a trainee has of having to cover higher value shifts during swaps. The most intense working pattern is unlikely to have an allowance of more than 2 hours added to the baseline rota average. Below a certain threshold, which varies depending on slots on the rota and shift intensity, no extra allowance applies. Some trainees will therefore not have any difference between their rota hours and hours with leave allowance applied. It should never be lower than your rota average hours.

In some circumstances the leave allowance may cause changes in your pay which are disproportionate to changes in your average hours, so it is worth being aware of. For example in anaesthetics, ITU rotas often have a higher proportion of high value shifts than theatres. Working 32 hours on an intense rota will pay more than a less intense 32 hour rota, after allowance is added. It is highly advisable to budget according to the unadjusted average hours and not an anticipated pay with leave allowance added. See tips and FAQs below.

**LTFT allowance** – If not documented on the rota template check that with HR that this has been added.

## Understanding your rota template (Section 1 T&Cs, 'new contract'):

**NAME 80% LTFT Trainee**

**Rota Summary**

Contract: 2016  
Tier: Senior trainee  
Rota type: Shift

Total slots: 1  
Avg. hours: 34:30 ← Average weekly hours over the rota period

**Slot 1 Summary**

Specialty: Anaesthetics  
Grade: ST6 (2016)

**Shifts – ensure these match your departmental rota**

**2016 Contract**

	Result	Target
Average hours (with allowance for leave)	35:30	48:00
Average hours	34:30	48:00
Max consecutive shifts	PASS	7

**EWTD**

	Result	Target
AWWT	34:21	48:00
Weekly rest	PASS	24:00
Daily rest	PASS	11:00

**Full time rota pay calculations including weekend allowance**

**LTFT rota pay calculations**

**Basic and nights pay – these are calculated automatically from the rota template. If your shifts and nodal pay point are correct, this will be correct.**

**Weekend allowance, corrected for your LTFT contribution to the full time rota.**

**LTFT allowance, this is the 2018 allowance. The 2016 allowance is £1500.**

**2016 Contract**

	Result	Target
Average hours (with allowance for leave)	35:30	48:00
Average hours	34:30	48:00
Max consecutive shifts	PASS	7

**EWTD**

	Result	Target
AWWT	34:21	48:00
Weekly rest	PASS	24:00
Daily rest	PASS	11:00

**PAY**

	Result
Basic salary	£53,077.00
Total additional rostered hours	06:15/£8293.28
Weekend allowance	7.5% (1:3.71) £3,980.78
Night premium (with allowance for leave)	13:45 £6,750.73
Total salary	£72,101.79


**PAY**

	Result
Basic salary	£47,105.84
Total additional rostered hours	00:00 / £0.00
Weekend allowance	71.35% of 7.5% = £2,840.28
Night premium (with allowance for leave)	09:45 / £4,786.88
LTFT Flex Pay Premia	£1000
Total salary	£54,546.57

**Duty details**

Duty	Name	Type	Start	Finish	Days	Duration
A	WWD	Shift	7:45	17:30	1	8:45
B	Late	Shift	8:00	20:30	1	12:30
C	Night	Shift	20:00	0:30	2	12:30

## What your payslip will look like (Section 1 T&Cs)

ASSIGNMENT NUMBER	EMPLOYEE NAME		LOCATION	
	DR. [REDACTED]		University Hospitals Coventry	
DEPARTMENT	JOB TITLE		Payscale DESCRIPTION	
Medics - Anaesth	WMD - STR Higher - Anaesthetics (RKB 017)		Specialty Registrar ST5/SpR5	
	SAL/WAGE	INC. DATE	STANDARD HRS.	PT SAL/WAGE
	48075.00		36.5	43868.44
	TAX OFFICE NAME	TAX OFFICE REF	TAX CODE	NI NUMBER
	Warwickshire Coventr	190/C602		
PAY AND ALLOWANCES (- = MINUS AMOUNT)				
DESCRIPTION	WKD/EARNED	PAID/DUE	RATE	AMOUNT
Basic Pay	158.60	158.60	23.0497	3655.70
Flex PT Trans 2016				125.00
Night Duty 37%	40.19	14.87	23.0497	342.78
Weekend <1in4-1in5				192.30
Childcare				-124.00
DEDUCTIONS (R INDICATES REFUND)				
DESCRIPTION				AMOUNT
PAYE				568.60
NI A				414.25
NHS Pension 12.5%				441.46
ISS Car Park Full On				43.00
				BALANCE C/F

LTFT allowance (new contract only). For those already LTFT on August 2016 it is as above. Anyone turning LTFT after this will get Flex PT Trans 2018, which is less. See the How LTFT pay is calculated page for details.

This is the nodal pay point for a 40 hour week

Childcare vouchers (if you applied before the scheme closed)

Hours should match your adjusted hours from the work schedule

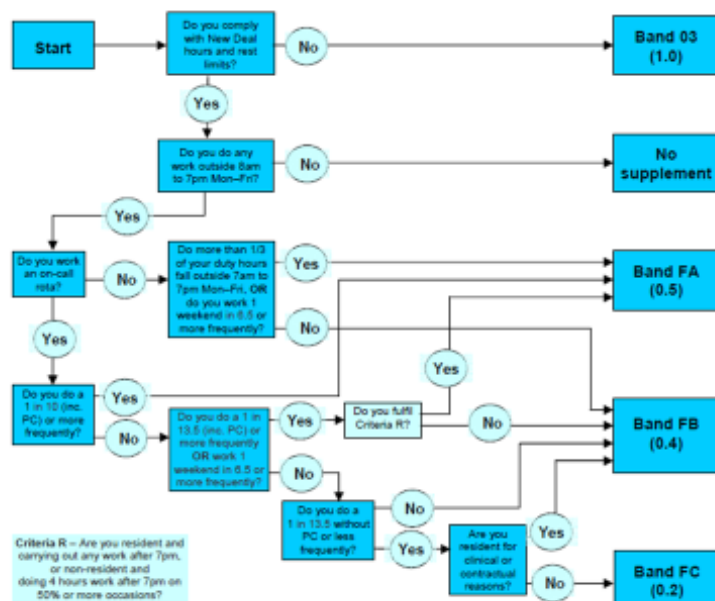
This is your pay adjusted for your LTFT hours



## How LTFT pay is calculated (Section 2 protected trainees)

This is a summary of the basic details. Full information can be found in Annex B of [Doctors and dentists in training terms and conditions \(England\) 2016 | NHS Employers](#). Your average weekly hours will allocate you into an F bracket, which is a proportion of the full time pay. Onto this a banding is applied. The banding is determined using the flowchart. Total salary is the full time basic \* by your F number (salary) + your salary \* your banding.

Banding flowchart (flexible trainees)



F5 is  $\geq 20 < 24$  hours\* 0.5

F6 is  $\geq 24 < 28$  hours\* 0.6

F7 is  $\geq 28 < 32$  hours\* 0.7

F8 is  $\geq 32 < 36$  hours\* 0.8

F9 is  $\geq 46 < 40$  hours\* 0.9

\* Worked on average/week, attracts 0.5-0.9 of the full time basic salary

$$\text{Total salary} = \text{salary}^* + \left[ \begin{array}{l} 0.5 \\ \text{salary}^* \times 0.4 \\ 0.2 \end{array} \right]$$

\*salary = F5 to F9 calculated as above.

See NHS Employers Equitable Pay for Flexible Medicine Training\_1 for full details.



## Understanding your rota template (Section 2 protection T&Cs):

*These will vary between Trusts. If your pay increment, F bracket and banding are unclear, confirm these with HR.*

Rota Summary

Trust

Rota

Skill mix

University Hospitals Coventry and Warwickshire NHS Trust

Anaesthetics ST3+ 60% LTFT

Junior trainee

Rota Summary

Work Pattern

New Deal Compliant?

Supplement

Full Shift

Yes

50% (FA) Pay bracket F7

Week Beginning 04 Oct 2021

Rota Slot / Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
RotaSlot.1 / Week 1					C	+++ C	+++ C
RotaSlot.1 / Week 2	+++				A		
RotaSlot.1 / Week 3	A	A			C	+++	
RotaSlot.1 / Week 4	C	+++			C	+++ C	+++ C
RotaSlot.1 / Week 5	+++				A		
RotaSlot.1 / Week 6	A	C	+++				
RotaSlot.1 / Week 7	A	A			A		
RotaSlot.1 / Week 8	A	A			A		
RotaSlot.1 / Week 9	B				A		
RotaSlot.1 / Week 10	A	A			A		

Duty details:

Duty	Name	Work Pattern	Start	Finish	Duration
A	NWD	NWD	7:45	17:30	9:45
B	Late	Full Shift	8:00	20:30	12:30
C	Night	Full Shift	20:00	8:30	12:30

New Deal Rules

Duty hours

Actual hours

Max consecutive days

Max continuous duty length

62 and 48 hours off

Rota

28:58 (27:53)

28:58 (27:53)

4

12:30

Yes

Maximum

56:00

56:00

13


14:00 / 14:00

Pay bracket and banding (check this is what you were expecting)

Shifts (check these match your departmental rota)

Average weekly hours and compliance checks

What your payslip will look like (Section 2 protection T&Cs):

ASSIGNMENT NUMBER	EMPLOYEE NAME		LOCATION	
DEPARTMENT	JOB TITLE		PAYSCALE DESCRIPTION	
Medics - Anaesth	WMD - STR Higher - Anaesthetics (RKB 020)		University Hospitals Coventry Specialty Registrar Flexible T	
	SALWAGE	INC DATE	STANDARD HRS.	PT SALWAGE
	51069.00		28	35748.30
	TAX OFFICE NAME	TAX OFFICE REF	TAX CODE	NI NUMBER
	Warwickshire Coventr	190/C602	Y310L CUMUL	
PAY AND ALLOWANCES (+) - MINUS AMOUNT				
DESCRIPTION	WKS/EARNED	PAID/DUE	RATE	AMOUNT
Basic Pay	121.67	121.67	24.4852	2979.02
Flex Trainee NP				1489.51
DEDUCTIONS (OR INDICATES REFUND)				
			DESCRIPTION	AMOUNT
			PAYE	609.60
			NI A	411.03
			NHS Pension 12.5%	372.38
			BALANCE C/P	

Salary incremental step

The hours stated should be the bottom figure of your pay bracket.  
Eg 28 > F7 < 32

Out of hours supplement aka banding  
Note, it does not state the banding class (FA/FB/FC). Divide the banding by the basic to get this information. The example above is 0.5, which is FA.

Salary corrected for LTFT hours

## FAQs and tips:

### *1. My pay is different to what I expected.*

Check the rota template for human errors in shift entry, confirm the expected weekend allowance/banding as above. If the shifts in the template match your departmental rota, and HR/payroll have given you the correct nodal pay point then your basic and nights pay will be correct. Weekend allowance is calculated by hand for LTFT rotas, so is another source of human error. For section 1 'old contract' trainees make sure your increment is correct and your average hours haven't dropped you down into a lower F bracket. Increments and nodal pay point amounts can be found on your payslip (see the examples above). Contact HR ASAP if you think there are errors. Tax code issues are also very common.

### *2. Why has my pay changed significantly when my average hours are only very slightly less than my last job?*

Excluding tax issues, for a trainee under Section 2 ('old contract') either the pay increment is wrong, or any drop in hours drop may have pushed them into the lower F bracket (see pay calculation for Section 2 page) or banding. If this has happened the trainee should ask their departmental rota coordinator for additional shifts to keep the F bracket the same. It is at the discretion of the department if they will allow this.

For 2016 contract trainees different proportions of nights and weekends within the same average hours are common. Prospective cover can also do this when moving between intense and less intense rotas. There is little a trainee can do to mitigate the latter as it depends on external factors like how many people are on the rota and how many higher value shifts are present, not just the LTFT trainee's average hours. Not all departmental rota coordinators will be able to offer additional shifts (eg night/weekend) once the rota has been designed, but you can ask.

LTFT average hours rarely exactly equal the specified %LTFT so pay fluctuations are to be expected between rotas with varying shift patterns. HR advice is to budget according to basic pay without additional rostered hours. In practice it is sensible to understand why fluctuations can occur and budget for the lowest income. If a trainee finds themselves on a less intense rota than usual, any drop in pay can usually be made up with a locum (within Deanery limits), if the department cannot increase rota allocated shifts to keep pay exactly stable.

### *3. Why have I been paid for 60% of 40 hours, not 60% of the full time rota?*

If pay is exactly your LTFT% of basic/40 hours, it is likely that some additional hours elements have not been added. Contact HR ASAP if this occurs. Be aware, your payslip for Section 2 trainees will have hours at the bottom of your F bracket (F6 24, F7 28, F8 32, F9 36). Section 1 trainees will have their exact average hours (corrected for leave) on their payslip.

### Helpful contacts and links:

WSOA LTFT trainee Whatsapp group, ask to be added as this is a useful place to ask questions.

WSOA LTFT rep – this changes from time to time. Currently it is Paul Wyatt.

Dr Helen Goodyear. Associate Postgraduate Dean LTFT (flexible) training, careers and professional support

Note, NHS Employers update their website periodically so these links may change. An internet search of the titles will bring up the latest version on NHS Employers.

Junior Doctors contract 2016 terms and conditions: (select from the list)

[Doctors and dentists in training terms and conditions \(England\) 2016 | NHS Employers](#)

2021 Pay and conditions circular with current Annexe A (nodal pay points and allowances):

[Pay and Conditions Circular - NHS Employers](#)

Weekend allowance 'ready reckoner' calculator: (select from the list)

[Doctors and dentists in training terms and conditions \(England\) 2016 | NHS Employers](#)

Old contract T&Cs pay information: (look at Annexe B of terms and conditions document)

[Doctors and dentists in training terms and conditions \(England\) 2016 | NHS Employers](#)

Additional LTFT information support:

<https://www.westmidlandsdeanery.nhs.uk/Support/Less-Than-Full-Time-Training>

<https://www.healthcareers.nhs.uk/explore-roles/doctors/career-opportunities-doctors/less-full-time-training-doctors>

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