

Schedule of Authorised Allowances

Guide for employees

This guide provides the schedule of authorised allowances for employees in CWU and Unite-CMA represented grades in Royal Mail

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Getting help

Contact your manager if you have any queries about this guide.

Managers can obtain advice by:

Calling the HR Services Advice Centre on 0845 6060603 / 5456 7100

Managers working for Parcelforce Worldwide should call 0845 604 787 / 5456 4747

For web access please go to:
<https://www.psp.royalmailgroup.com>



Schedule of Authorised Allowances

Guide for employees

Overview

This is the Schedule of Authorised Allowances for frontline and managerial grades in Royal Mail.

Schedule of Authorised Allowances

Allowance	Entitled grades	Description	Criteria	Paid	Codes
Assistant DOM	EL and ML managers (not RM Graduates).	Paid to managers covering the Assistant DOM role	The job holder must report to someone receiving the DOM Allowance and also line manage front-line employees in delivery. Payment ceases after any single spell of two months continuous absence, and during any absence on less than full pay, and ceases immediately upon leaving the role.	Monthly	PAX
Central Postal Control	EL2, ML3, NPC9	Paid to employees working within the Central Postal Control unit.	Payment is instead of all other premiums, overtime and allowance payments.	Monthly	PAX
Compensation for lost earnings due to attacks by dogs	Operational Grade only	Paid as compensation for a drop in earnings during absence from work due to illness or injury as a result of a dog attack whilst on duty.	Absence must be at least one week and is subject to an overall maximum of 13 weeks. The attack must be reported without delay and recorded in the accident book. The claim form is submitted to and authorised by the Sick Pay Abatement Unit in Sheffield. Payment is based on average earned in overtime, scheduled attendance and shift payments during the 13 weeks prior to the initial absence, ignoring earnings in December. Any shift payments made whilst sick will be offset against the amount paid.	Weekly	T
Coaching Allowance	Operational Grade	Paid to front-line employees selected to perform the new entrant coaching	Payment for holding the office/team coach role for coaching within conditioned hours.	Weekly	SA

		role			
Sunday Premium Bank Holiday Premium	Operational Grade, Ops Support Grade, EL, ML and DOM, LA1, SL2	Paid for working a Sunday or Bank Holiday conditioned hours	Part of conditioned (contractual) hours must fall on a Sunday or Bank Holiday (midnight to midnight)	Weekly or Monthly (by the hour)	PAXT (Sun) T (B Hol)
DOM Allowance	EL, ML and DOM	Paid to Delivery Office Managers, recognising their flexible working approach to managing Delivery Offices. Managers receiving this allowance are not eligible for any other allowance except SDIA, or for overtime payments.	The job holder must be responsible for a DO (and therefore not report to someone also receiving the Allowance). Payment ceases after any single spell of two months continuous absence, and during any absence on less than full pay, and immediately upon leaving the role. Payment during substitution may only be made when the job holder is absent due to holiday or illness and where the claim is for more than 1 continuous month.	Monthly	PAX
Split Duties	LA 1, LA 2, Operational Grade, Operational Support Grade, EL & ML managers	A shift allowance for employees holding jobs that require split attendances.	The conditioned hours of a single contract must require more than one (i.e. non-continuous) daily attendance, with at least seven separate conditioned attendances scheduled in total across a week and with covering periods in excess of 10.0 hours or 12.5 hours.	Weekly or monthly	PAX T
Loss of Driving	Operational Grade	Payment to employees removed from driving duties on recommendation of EHS. This payment only relates to OPG drivers receiving driving allowances, not to those in a dedicated driving grade.	<p>Paid on a reducing scale over a maximum period of three months.</p> <p>Employees must have been employed on a driving job for at least 12 months. Compensation based on total driving allowances earned in previous 12 months divided by 52.</p> <p>Payment is as follows:</p> <ul style="list-style-type: none"> Month 1 - 4 times the calculated sum Month 2 - 60% of month 1 Month 3 - 30% of month 1 <p>Note: where the employee continues to hold the job but is absent, payment of driving</p>	Weekly	T

			allowance will continue under the normal rules for assigned allowances.		
MGV Driving	Operational Grade	Paid when employees are required to drive medium goods vehicles within conditioned hours. Plated non-tachograph vehicles 3.50 tonnes to 7.50 tonnes only.	Allowances are not paid during training or for driving practice. Only one allowance is payable for driving in any period of 24 hours.	Weekly	PAX
Postbus Driving	Operational Grade	Plated non-tachograph vehicles 3.50 tonnes to 7.50 tonnes only. Driving a public service Postbus.	This only applies to driving a bus carrying fare paying passengers, and not to driving crew or mini-buses. Recipients must not be receiving the reserved rights driving payment.	Weekly	PAX
MGV Driving on weekend Scheduled Attendance	Operational Grade	Paid to employees working SA and driving an MGV at the weekend.	The SA must require at least three hours MGV driving on a Saturday or Sunday. Recipients must not already be receiving assigned MGV allowance for that week. The attendance must be an SA and not ordinary overtime.	Weekly	T
Night Attendance	MDEC only	Payable for employees required to attend for work between 2200 - 0600.	The allowance is paid for hours actually worked.	Monthly (based on hours worked)	T P on conditioned hours only
Training (Non School Postal training)	Operational Grade Operational Support Grade	Paid to training instructors for training not carried out at central training school in work at the same grade.	At least two or more trainees are instructed (e.g. as induction or in first aid) at the same time. Instruction given for part of a week should be paid on the basis of a full day's attendance, reckonable hours if necessary being aggregated weekly.	Weekly (based on days worked)	Nil
Scheduled Rural Waiting time away from HQ.	Operational Grade	Paid to full-time rural delivery employees where there is a booked off period at the end of the outward journey (whilst waiting for mail or conveyance)	The booked off period must be of more than two hours and within conditioned hours	Weekly	PAX
Scottish and Distant	Employees working in	Paid in recognition of a number of	Paid to people working in	Weekly or	S

Islands(SDIA)	specified locations	factors and conditions considered to be sufficiently different and uniquely appropriate to these locations.	the designated locations.	monthly	
24 Hour Shift Working	Engineering Grades	Paid for working approved shift rota patterns.	The rota patterns are set out in the Engineering 2000 Agreement. No payment is made for shifts worked on overtime.	Monthly	SPA
Ad Hoc Shift Working	Engineering Grades	Paid for working approved shift rota patterns where this is not someone's normal job.	Paid to engineers not in receipt of the 24-Hour Allowance who work shifts, within conditioned hours, on an ad hoc basis.	Monthly (by hours worked)	
Shift allowance	Operational Grade, Operational Support Grade, EL and ML Managers, LA1 & LA2, SL2	Assigned to employees for duties with shifts starting or finishing within certain times. Note that the Night Shift Allowance is divided into pensionable and non-pensionable elements for CWU represented grade (see the (see the pay rates schedule). Employees on rotation receive a "mixed" shift payment reflecting the average of their rotational attendances	Early 1 (0401-0500 start) Early 2 (0501-0530 start) Dawn (0201-0400 start) Evening (2000-2139 finish) Late (2140-0159 finish) Nights (three hours worked across 2300-0500) With the exception of the following where Early 1 and 2 is not applicable: CWU represented grades in receipt of the delivery functional supplement. Managers in receipt of the grandfather rights payment (see relevant section below) NOTE: Delivery Office Managers (DM grades) in receipt of the DOM allowance are not eligible for shift allowances	Weekly or monthly	AX, generally P
Advanced Total Productive Maintenance (TPM)	Operational Grade	Paid to employees whose jobs require them to have and deploy Advanced TPM.	Payment is for conditioned hours only. Operators who have successfully completed Advanced TPM training will receive an allowance whilst holding jobs requiring TPM work. Operators will be trained to perform additional tasks such as clearing minor jams, replacing simple belts, additional machine cleaning.	Weekly	PAX
Leadership	Operational Grade, Operational Support	Paid where there are no managers present and a front-line	Payment is for conditioned hours only and: (a) supervision is for at least one and three quarter hours	Weekly	PAX

	Grade	employee takes responsibility for a group of fellow employees.	<p>a day (separate periods of 30 minutes may be aggregated)</p> <p>(b) between 0600 and 2200 there are at least six employees (including the allowance holder) on duty in an office, section or railway station, and effective supervision cannot be given by a substantive supervisor</p> <p>(c) primary responsibility is taken for a section of work or employees during the preparation for first delivery and the sole Manager on duty is in charge of at least 30 employees and is unable to be reasonably expected to exercise adequate supervision;</p> <p>(d) in charge of a sorting office or railway station at night with at least four employees (including the allowance holder) are on duty;</p> <p>(e) exceptionally for a single period of one and a half hours supervision on station duties;</p> <p>(f) if an inspection has established the need for supervision in addition to that which can be normally provided and there is a minimum requirement of two hours supervision;</p> <p>Allowance holders should only be expected to undertake manipulative work during their supervision as long as this is consistent with their being able to effectively lead the employees involved.</p>		
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Notes:

Allowances reckonable for pension/sick pay/overtime/starting pay on promotion and those on which contributions are payable to the Royal Mail Pension Plan (for those employees who are members) are denoted by the following code letters above:

S = During sick leave the allowance is continued at full or half rate or discontinued in accordance with whatever sick pay is due.

P = Reckonable for pension purposes (where applicable). All employees joining Royal Mail on or after 1st April

2008 receive non-pensionable allowances

A = Assigned allowances, which are paid as long as the relevant job is held, with payment ceasing on temporary or permanent transfer to another job.

X = Payment is continued during paid absence, except that payment will cease after any single spell of two months continuous paid absence from work and during any absence on less than full pay.

T = All allowances for part-time employees are paid pro-rata to contractual hours (and also for single-rate overtime up to normal full-time hours, by being included within Single Standard Pay Rate) *unless* the allowance is paid hourly, tied to a span of time, or based on the employee's previous earnings, in which cases the allowance is marked "T".

Where to go for further information

The 'Getting help' box on the front page tells you where to find further information.

Guidance is also available on the Policy and Information Site on PSP and HR pages on the intranet (non-PSP users).