

Joining Acas - Civil Service Terms & Conditions adopted

	New or returning to Civil Service	OGD lateral transfer	OGD promotion
Weekly hours	36 hours London 37 hours National	Keep existing terms: 36 hours London (non-modernised) 37 hours London (modernised) 37 hours National	Keep existing terms: 36 hours London (non-modernised) 37 hours London (Modernised) 37 hours National
Mobility	The following terms apply to all employees: All working patterns at all grades are considered mobile to enable them to be permanently transferred to any Civil Service post within the UK and abroad, if deemed reasonable.		
Sick pay	6 months full pay and 6 months half-pay	Keep existing terms: Modernised: One months' full pay on entry increasing to five months full pay and five months half pay after five years' service - up to a maximum of 12 months' pay in a four year rolling period Non-modernised: 6 months full pay and 6 months half pay	Keep existing terms: Modernised: One months' full pay on entry increasing to five months full pay and five months half pay after five years' service - up to a maximum of 12 months' pay in a four year rolling period Non-modernised: 6 months full pay and 6 months half pay

Annual Leave	25 days annual leave rising to 30 days on completion of 5 years' service	Keep existing terms: Less than 5 years' service: either 25 days or 26.5 days 5+ years' service 30 days or 31.5 days	Adopt new terms: Less than 5 years' service: 25 days 5+ years' service: 30 days
Privilege Leave	For all employees: 1 privilege day (the Queen's birthday)		

1. I am a civil servant who is not on modernised terms and conditions. I am applying for a post at, or equivalent to, my existing grade. What will my terms and conditions of service be if employed by Acas?

You will be employed on the existing terms and conditions of Acas as set out in the table above.

2. I am a civil servant who is not on modernised terms & conditions. I am applying for a post on promotion. What will my terms and conditions of service be if employed by Acas?

You will be employed on the modernised terms & conditions of Acas as set out in the table above.

3. I am a civil servant who is on modernised T&Cs. I am applying for a post at, or equivalent to, my existing grade or on promotion. What will my terms and conditions of service be if employed by Acas?

You will retain your existing terms on transfer to Acas.

4. How do I know if I am on modernised Terms and Conditions?

If you joined the Civil Service before April 2013, and have not been promoted since this date you are not on modernised T&Cs. If you joined the Civil Service or have been promoted after this date and are unsure whether or not you are on modernised T&Cs, please contact your HR Department.

5. What if my move is compulsory?

If you are moved on a compulsory basis, the above would apply unless it would result in a detrimental change.