“Acting-Up” Allowance

Where an individual is required to undertake the duties of a higher graded post they may become eligible for an “acting-up” allowance. “Acting-up” payments should be used rarely and only in circumstances where absence was unplanned and it proves necessary to make the temporary cover arrangement for a limited period of time, for example, covering long term sickness absence. Where an absence is known in advance, for example, maternity leave, sabbatical or other planned leave of absence, any request to cover the post should be made through the standard post monitoring system.

Any “acting-up” period must be in excess of four weeks and should only be granted for a limited period, with a set end date. Where there is no known end date (for example, in covering sickness absence) the acting-up period should not exceed six months in the first instance. The acting-up allowance will be based on the difference between the employee’s current salary and the first point of the higher graded post they are covering. Where the employee is covering some, but not all, of the duties of a higher graded post a revised job description must be drafted and evaluated in accordance with the University’s job evaluation scheme. When this results in a higher grade to the one the employee is currently paid, they will be paid an acting-up allowance based on the difference between their current salary and the first point of the higher grade. Where more than one employee shares the cover any additional payment will be split between those covering the duties in proportion to the FTE spent on cover so long as each takes on additional duties evaluated at a grade higher than the one they are already paid on.

Acting-up payments, and any renewals of such payments, must be approved in advance. “Acting-up” allowances are subject to tax, national insurance and pension contribution.

Managers should complete the form Request for Acting-up Allowance and return it to their Human Resources Manager. Such requests should be submitted well in advance of requirements and will be considered as part of the post monitoring process. Where job evaluation is required a job description and job evaluation questionnaire should also be submitted. If the request is approved the manager will be contacted and they may then offer the allowance to the individual. Human Resources will then write to the individual confirming the level and timeframe of any additional payment.