

## Supporting guidance for employees leaving DE&S or SDA

Employees' eligibility for a pay award (salary increase) or performance award (bonus) is determined by the circumstances of their departure from DE&S or SDA. The table below sets out these various circumstances and eligibility for pay and performance awards in 2018.

The important point to note is that the delay to the implementation of the 2018 pay and performance awards **does not change eligibility for pay or performance awards for those leaving DE&S or SDA**. When the awards are implemented, it will be as though they had been implemented on time in August 2018.

<b>Leaving DE&amp;S or SDA on transfer to MOD, another Government Department or Trading Fund</b>	
To MOD before 1 August 2018	As you will have left DE&S/SDA before 1 August 2018, you will not be eligible for a pay or performance award in DE&S/SDA.  You will, however, be eligible for the MOD Main pay award.
To another Government Department or Trading Fund before 1 August 2018	As you will have left DE&S/SDA before 1 August 2018, you will not be eligible for a pay or performance award in DE&S/SDA.  You may, however, be eligible for a pay award in the new Department or Trading Fund.
To MOD after 1 August 2018	As you will still be in DE&S/SDA on 1 August 2018, you will be eligible for a pay and performance award in DE&S/SDA, when it is paid, dependent on your performance outcome.
To another Government Department or Trading Fund after 1 August 2018	As you will still be in DE&S/SDA on 1 August, you will be eligible for a pay and performance award in DE&S/SDA, when it is paid, dependent on your performance outcome.
<b>Leaving DE&amp;S or SDA with Pension</b>	
With a full pension in July 2018	As you will have left DE&S/SDA before the pay award implementation date (1 August), you will not be eligible for a pay award.  You will, however, be eligible for a performance award, when it is paid, dependent on your performance outcome.
With a full pension after 1 August 2018	As you will still be in DE&S/SDA on 1 August 2018, you will be eligible for a pay and performance award in DE&S/SDA, when it is paid, dependent on your performance outcome.
With an actuarially-reduced pension in July 2018	As you will have left DE&S/SDA before 1 August 2018, you will not be eligible for a pay or performance award in DE&S/SDA.
Given notice before 1 August 2018 and due to leave with an actuarially reduced pension after 1 August 2018	As you are under notice to leave DE&S/SDA on 1 August 2018, you will not be eligible for a pay award or performance award.
<b>Leaving on Resignation</b>	

Due to leave DE&S in July 2018	As you will have left DE&S/SDA before 1 August 2018, you will not be eligible for a pay or performance award in DE&S/SDA.
Due to leave DE&S /SDA after 1 August 2018 having given notice before 1 August 2018	As you are under notice to leave DE&S/SDA on 1 August 2018, you will not be eligible for a pay award or performance award.
I plan to leave DE&S /SDA and will be resigning in August 2018	As you will not have resigned and not be under notice to leave DE&S/SDA on 1 August 2018, you will be eligible for a pay and performance award, when it is paid, dependent on your performance outcome.
<b>Leaving DE&amp;S/SDA for medical reasons</b>	
In July 2018	As you will have left DE&S/SDA for medical reasons, you will be eligible for a pay and performance award, when it is paid, dependent on your performance outcome.
After 1 August 2018	As you will still be in DE&S/SDA on 1 August 2018, you will be eligible for a pay and performance award, when it is paid, dependent on your performance outcome.