



# LTFT: A Pay Guide

*Pay calculations for LTFT are more complicated than simply taking a percentage of the full time (FT) equivalent. More trainees are working less than full time (LTFT). For those trainees in England on the 2016 contract, pay can fluctuate significantly as trainees rotate through different work schedules. If you do not understand how pay is calculated, you are at risk of not realising if you are being wrongly paid.*

*We have designed this guide to help trainees in England check the pay you get is appropriate to your work schedule and rota, and hopefully reduce the number of LTFT pay related queries.*

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# Important Basic Info

## What makes up your Payslip?

- Basic pay
- + Night duty
- + Weekend allowance
- + LTFT allowance (£1,000 pa (per annum) regardless of % LTFT)

Pay is calculated as per your **work schedule** not your actual rota. Your work schedule should be provided to you by HR each time you rotate. It is therefore essential you check that your 3 monthly rota represents your averaged monthly work schedule (see last page).

Monthly salary is averaged at **4.346 weeks per month** over 12 months. Therefore, pay is calculated as 4.346 times the hours set out in your averaged weekly work schedule, rather than being dependent upon the actual number of hours worked, or the length of the month.

## Basic Pay

Calculated according to your contracted number of hours/week, as defined in your work schedule.

**Nodal Pay Point:** The annual basic pay for a 40-hour week, varying according to grade. For a complete list click [here](#).

**Annual Basic Pay:** For LTFT, take your nodal pay point and divide by 40 hours, then multiply by your contracted hours per week as per your work schedule.

## Basic Pay Continued

**Monthly Basic Pay:** To match what is on your payslip divide by 12 (months per year).

**Hourly Rate:** Take your nodal pay point and divide by 52.1429 weeks per year, then divide by 40 hours per week. This is needed for checking your night duty enhanced pay.



### Worked Example

ST 3-5 on 60% LTFT 27.6 hours contract

**Nodal pay** Pay point 4 = £51,017.00 pa

**Basic annual pay**  $(£51,017 / 40) \times 27.6 = £35\,201.73$   
pa

**Basic monthly pay**  $£35\,201.73 / 12 = £2933.477$  per  
monthly payslip

**Basic hourly pay**  $(£51,017.00 / 52.1429) / 40 = £24.46$   
per hour

NB: For full time trainees, contracted basic hours will be >40. Their payslip will show **Addn Roster Hours NP** which is the *contracted number of hours over 40 x the basic hourly pay*.

E.g. for an ST 3-5 on a 46 hour per week contract,  $(6 \times £24.46) \times 4.346$  weeks per month = £637.81 per monthly payslip

## Night Duty 37%

An enhanced rate is applied for all hours worked between 21:00 and 07:00. This additional 37% of basic salary is paid for the entire night shift e.g. 12.5 hours for most anaesthetic rotas.

Your work schedule shows the average weekly contracted number of night shift hours. This is as a decimal, so 07.50 hours is 7 and a half hours per week, not 7 hours and 50 minutes.

The payslip calculation shows weekly number of night time hours x 4.346 weeks in a month (under the column *worked/earned*) and then 37% of these hours (under the column *paid/due*) are paid at the hourly rate (see calculations for this under 'Basic Pay' page). This is the same as getting £37% of your hourly rate for night shift hours.



### Worked Example

ST 3-5 contracted for 7 and a half weekly night shift hours

**Monthly night shift hours**  $07.50 \times 4.346 = 32.60$

**Monthly night duty 37% supplement**  $32.60 \times 0.37 = 12.06$  hours x hourly rate of £24.46 = £294.99 per monthly payslip

# Weekend Allowance

FT trainees get an additional 0-15% of their basic salary depending on the frequency of weekends worked, as show in the table below.

<b>Frequency</b>	<b>Percentage</b>
1 in 2 weekends	15.0%
Less than 1 in 2 weekends and greater than or equal to 1 in 3 weekends	10.0%
Less than 1 in 3 weekends and greater than or equal to 1 in 4 weekends	7.5%
Less than 1 in 4 weekends and greater than or equal to 1 in 5 weekends	6.0%
Less than 1 in 5 weekends and greater than or equal to 1 in 6 weekends	5.0%
Less than 1 in 6 weekends and greater than or equal to 1 in 7 weekends	4.0%
Less than 1 in 7 weekends and greater than or equal to 1 in 8 weekends	3.0%
Less than 1 in 8 weekends	No allowance

The work schedule states the weekend frequency and total annual supplement for a FT equivalent trainee. LTFT trainees are then paid a percentage of this amount (as set out in their work schedule,) in comparison to the frequency of weekends worked by a FT trainee.

The percentage of weekends compared to FT may be different to the % of basic hours contracted e.g. some work schedules for 60% LTFT trainees show 50% frequency of weekend work compared to FT (e.g. where two 60% LTFT trainees share one rota slot).

Weekends include shifts that start on a Saturday or Sunday only (a stand alone Friday night is not a weekend).



## Worked Example

ST 3-5 FT equivalent on <1 in 3 - 1 in 4 weekend frequency. Contracted 50% of weekends (may be different from basic LTFT %)

**FT equivalent weekend pay** 7.5% of £51,017.00 =  
£3826.28 pa

**LTFT contracted 50% weekends** 50% of £3826.28 =  
£1913.14 pa

**Monthly weekend allowance** £1913.14 / 12 = £159.43  
per monthly payslip



### LTFT Checklist: Work Schedule, Rota & Payslip

- Does my work schedule match an average of my 3 monthly rota?
  - Check basic hours
  - Check average number of hours of night shifts
  - Check your % of weekends compared to FTE
- Does my payslip match my work schedule pay?
- Have I got my LTFT allowance?

*It can be helpful to ask HR to send a FTE work schedule to help you work through your pay calculations*

### Additional Links:

[Online pay calculator for LTFT](#)  
[NHS Employers LTFT Pay Guide](#)