

Issue: The pay day of the 15th of each month, 2 weeks in advance and 2 weeks in arrears is not only not standard but also is causing issues when staff leave or need adjustments to pay in the second half of a month for which they have already been fully paid.

Proposal: To adjust the pay day to the 26th of each month for the current month, and if the 26th is on a weekend or bank holiday, the nearest working day **before** the 26th.

This proposal is contingent upon the following:

1. All current staff members are informed and satisfied with the change to the pay day with the conditions stated. If they raise objections, we can discuss a revised way forward and the required 12 weeks' notice for the change will be implemented. **All staff have been informed in a meeting on 2 June 2026 and have agreed to the plan as it is written here.**
2. In August 2026, the pay date change will take full effect with the pay day to be on Wednesday, 26 August 2026.
3. Prior to that, in July 2026, $\frac{1}{2}$ of the net pay due will be paid on Wednesday, 15 July and $\frac{1}{2}$ of the net pay due will be paid on Friday, 24 July. This two-week pay period for the month of July will be temporary to allow for staff to adjust. However, the payslip will be prepared for the 26th of July with full monthly pay reflected. Essentially, the pay on the 15th of July will be a pay advance.
4. A pre-approved pay advance mechanism will be in place in the months of July, August, and September 2026 – in cases where the change in the pay day has resulted in staff to need monies before the next pay day. The pay advance can be up to 50% of their net pay due and must be requested 2 working days before they need it transferred to their accounts.
5. Wages will continue to be paid by BACS Transfer on a monthly basis (the 26th or earlier if the 26th is a weekend or holiday) once the period of adjustment is complete.
6. The pay arrangements for all new employees will be as above and should be clearly communicated in their onboarding.