

Frequently Asked Questions: Excepted Items

How will the payment be made to the school?

The payment will be made through Schools Advances once a month.

What address do we send any paperwork to if we are unable to submit it electronically?

Schools Personnel Service: Excepted Items
Room 1. 28, Sessions House
Maidstone
Kent
ME14 1XQ

Note: Paper versions of claim forms will not be accepted after 1st April 2014. All claim forms must be sent via email on the correct Excepted Items form.
Supporting evidence for claims e.g. Payroll PTF's will still be able to be sent via post after this date.

What happens to any outstanding Excepted Items claims if the school converts to an Academy?

Any claims up to the Academy conversion date will be covered by the excepted items scheme. Therefore any on-going payments including maternity and suspension will cease when the school converts to an Academy. In the case of a maternity claim – please send in all the PTFs at this point (as if it were a final claim). The correct reimbursement will then be made to the school for the maternity leave that was covered before the academy transfer.

Does the Excepted Items Scheme cover the cost of Trade Union shop steward duties?

No, this is not included within the Excepted Items budget. It is possible it may be reimbursed by the Corporate Director's Office but not all TU duties are covered so there is not automatic entitlement to reimbursement.

If our school is not currently buying into the Excepted Items scheme, can we sign up and backdate claims?

No. Only schools that have opted into the scheme at the time of the claim may claim the reimbursement.

Claim Submission Deadlines - Can we receive reimbursement for claims that occurred in the previous financial year?

Claims must be submitted in the same financial year (e.g. Apr 15 – Mar 16) as the last date of absence.

Claims for absences ending on or before 31st January, must be submitted by 31st March of the same financial year.

Claims for absences ending between 1st February to 31st March, the deadline is extended until 31st May.

Where payroll information is required for a 'Final Claim', the information is incomplete and further information is requested, these queries must be resolved before the claim deadline.

Failure to submit claims within the same financial year unfortunately will result in non-reimbursement of the claim.

Please see the main Excepted Items page for more information.

Maternity

What does the school need to submit to the Excepted Items team when an employee first goes on Maternity leave?

Please submit a completed Excepted Items form, and a copy of the Mat B1 form – this is the medical evidence given to the employee by the doctor or midwife showing the expected date of childbirth.

What does the school need to submit to the Excepted Items team when an employee goes on Adoption leave? Are these claims processed the same as Maternity leave?

Please submit a completed excepted items form, with the relevant matching certificate as accompanying evidence. These are dealt with in the same way as maternity claims.

An employee on Maternity leave stated they 'will return' and has now changed their mind and handed in their resignation, what do we do in this situation?

The first step would be to contact your payroll provider and ascertain whether any Maternity pay is due to be reclaimed from the employee. When you have received all the relevant PTFs showing the Maternity payments (including backdated reclaimed payments) please send these in with a completed excepted items form as a final claim. In some instances this may result in Excepted Items payments being reclaimed from the school, if more has already been paid than the school was due for final reimbursement.

What happens if the employee returns to work, but then leaves during the qualifying period?

This would be treated the same as if the employee did not complete the qualifying period, and Contractual Maternity Pay or CMP may need to be reclaimed. Please contact your payroll provider and ascertain if any maternity pay is due to be reclaimed from the employee. When you have received all the relevant PTFs showing the Maternity payments (including backdated reclaimed

payments) please send these in with a completed excepted items form as a final claim. In some instances this may result in Excepted Items payments being reclaimed from the school, if more has already been paid than the school was due for final reimbursement.

Can an employee complete their qualifying period at a different school, and still be entitled to their contractual maternity pay? How does this affect the Excepted Items claim?

No. A teacher only has the right to return to her job, in the school on the same terms and conditions as employed prior to commencing maternity leave. Therefore if the employee moves to a different school they will not be entitled to the contractual maternity pay. Please contact your payroll provider and ascertain if any maternity pay is due to be reclaimed from the employee. When you have received all the relevant PTFs showing the Maternity payments (including backdated reclaimed payments) please send these in with a completed excepted items form as a final claim. In some instances this may result in Excepted Items payments being reclaimed from the school, if more has already been paid than the school was due for final reimbursement.

The employee has returned to work after Maternity on a reduced hour contract, does this affect the Excepted Items claim?

On returning to work, your employee must complete 13 weeks service (or equivalent for Teachers), otherwise the 12 weeks of contractual half pay (Contractual Maternity Pay or CMP) will be reclaimed. As long as the employee returns for the qualifying period (13 weeks or equivalent), then this will not affect the Excepted Items claim.

Does the excepted items scheme cover Keeping in Touch days?

No. Keeping in Touch (KIT) days are not covered under the excepted items scheme.

Are Maternity Support leave claims treated the same as Maternity claims?

These claims are processed in the same way as a Maternity final claim, so relevant PTFs showing payments to the employee need to be submitted with a completed excepted items form. However it is unnecessary to submit a 'start' form as monthly reimbursements are not sent out to cover Maternity Support leave.

An employee's salary has changed since the Maternity Start form was submitted. What salary do we put on the final claim form?

This will not make a difference to the reimbursement to the school, as we use the payroll information submitted at this stage of the process. Please state the most up to date salary on the second form.

Road Crossing Patrol

Can the school claim for Road Crossing Patrol equipment subsequent to an Academy transfer?

Yes. Road Crossing Patrol (RCP) employees are employed under Kent County Council, not the school directly. Therefore the academy transfer does not affect RCP claims.

Suspension

What is the process for an on-going suspension claim with unknown duration?

Any relevant invoices, along with a completed excepted items form, should be sent in on a monthly rolling basis, until the period of suspension has ended.

If the replacement member of staff covering a suspension has an uplift in salary, is this covered under the Excepted Items scheme?

Any uplift to the covering employee's salary would be reimbursed if they were covering responsibilities/hours of the suspended employee. We do anticipate that agency charges tend to be more expensive; we do not penalise for this and would still reimburse the costs of the agency staff. Moreover it is the grade of replacement teacher being employed that should reflect a similar grade to the suspended employee.