|  |  |  |  |
| --- | --- | --- | --- |
| **PERSONNEL/CONFIDENTIAL**  Name  Address |  | Ref. Personnel\_No  Post\_ID\_No  DD/MM/YYYY | Ref./ |

Dear Name

**Contract amendment – change in hours of work**

I am writing to confirm your reduction/increase in working hours to X hours per week/full-time, which is X% of your full-time equivalent hours, effective from DD/MM/YYYY.

Your salary and annual leave entitlement will be adjusted accordingly from the same date. Your salary continues to be payable at the rate of £xx,xxx full-time equivalent per annum.

*[for posts in grades 1 to 10 include the following]*

Since the introduction of an Oxford University Weighting in August 2024, the salaries of staff in grades 1 to 10 are made up of two elements:

(a) a base salary which is based on the nationally negotiated pay spine. Your base salary is subject to any general increases applied to all base salaries of that grade based on the outcome of the annual, national pay negotiations;

(b) an Oxford University Weighting (OUW). This is a fixed-rate payment in addition to your base salary. The OUW element of your salary is not subject to any general increases applied to base salaries of that grade based on the outcome of the annual, national pay negotiations. Instead the OUW is reviewed regularly by the University through an internal process. Following a review, the OUW element of your salary may be increased or may remain unchanged. The University is under no obligation to increase the OUW following a review.

A table showing your base salary and your salary including OUW can be seen at <https://hr.web.ox.ac.uk/main-salary-and-grading-structure>.

FOR TEMPORARY ARRANGEMENTS: The change in your working hours has been agreed on a temporary basis and it is expected that you will revert back to x hours per week on [date].

[for ALL ACADEMIC and academic-related staff]

Normal retirement date: the University’s Employer Justified Retirement Age arrangements were changed on 18 October 2022. For information about your retirement please see: <https://hr.web.ox.ac.uk/retirement>.

IN ALL CASES INCLUDE THE REMAINING PARAGRAPHS

All other terms and conditions included in your contract of employment dated [date] and as amended and updated remain unchanged.

At all times your employment is subject to the presentation of original documentation to establish your right to work in the UK, which the University requires in order to comply with its duties under the Immigration, Asylum and Nationality Act 2006. It will remain your responsibility to ensure that you are able to present such documentation as and when requested from you.

To confirm your acceptance of this amendment to your contract, please sign and date the enclosed copy of this letter and return it to me as soon as possible.

Yours sincerely,

Name

Departmental administrator/Head of Department

Enclosure: copy of this letter

I accept the changes to my contract as stated above.

Signed ………………………………………..

Date ………………………………………..