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| **Your Address** |

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| **PRIVATE & CONFIDENTIAL**  **Strictly Confidential** | Date |  |
| Our Ref: |  |
| Enquiries To: |  |
| Direct Line: |  |
| Email: | @ggc.scot.nhs.uk |

Dear,

**SECONDMENT**

I am writing to confirm your secondment to the post of **XXXX** and to summarise the effects of the secondment on your existing terms and conditions of service, as follows:

**Start Date and Duration**

The secondment commenced on **XXXX** and will end on **XXXX.**

**Department**

You will be based within **XXXX** department.

**Location**

Your normal base will be **XXXX**, however you may be required to perform the duties of your post at any of the Boards’ sites.

**Salary**

During the secondment you will retain your contract of employment with NHS Greater Glasgow & Clyde Health Board, which will continue to be responsible for all aspects of your salary, pension and national insurance contributions. You will be paid at band **XXXX**, with a salary of **XXXX,**

**Hours of Work**

Your total working hours will be **XXX** hours per week.

**Annual Leave and Public Holidays**

Your annual leave allowance will remain unchanged, as will your entitlement to public holidays. However, leave proposals should be agreed in advance with your line manager and you should take the public holidays observed.

**Sick Leave**

During your period of secondment, any absences of sick leave which you may incur will be subject to the normal regulations of the NHS Greater Glasgow & Clyde Health Board.

**Induction, Training and Development**

Induction, training and development, attendance at conferences and seminars etc will be agreed with your line manager.

**Future Posting**

You have agreed to return to your post of **XXXX** at the end of the secondment. Your line manager **XXXX** will maintain regular contact with you throughout the secondment and will meet with you approximately 3 months before it is due to end to discuss arrangements for the conclusion of your secondment. The secondment arrangement may be terminated by both parties giving two months written notice of intention to do so.

In the event of the secondment not pursuing its full term or there being no available post within the NHS Greater Glasgow & Clyde on the expiry of the secondment, every effort will be made to ensure that a suitable alternative role is found, which has a grade and role similar to that which you occupied prior to secondment.

If there are any matters relating to your secondment or to your career generally which you would like to discuss, please do not hesitate to contact me. In the meantime, I wish you every success in your new post.

Yours sincerely,

**NAME**

**DESIGNATION**