

For Attention of: Group 1 Week Paid Staff Paid in Current Week

SJOG Community Services Explanatory Document for Pay Alignment

In Order to align to HSE pay schedule we need to move all our employees to fortnightly pay 11 days in arrears.

We have three groups of staff we need to move to fortnightly pay, 11 days in arrears.

- 1) **Weekly Paid Staff (paid in the current week)**
- 2) Weekly Paid Staff (paid a week in arrears)
- 3) Monthly Paid Staff (paid the last Thursday of the month for the current month)

The proposed dates to move this pay frequency on 14th January 2027.

On 17th December 2026 we will be paying our weekly paid staff 2 weeks' pay.

Group 1 Weekly Paid Staff (paid in the current week)

This payment will be basic pay for WC 14/12/2026 and advance payment for basic pay for WC 21/12/2026. Premiums due for WC 07/12/2026 will also be paid.

There will be no payment on Thursday 24th December.

On Thursday 31st December weekly paid staff will be paid one week's basic pay.

For Group 1 weekly paid staff paid in the current week this payment will be for WC 28/12/2026 and Premiums due for WC 14/12/2026 will also be paid.

To move to fortnightly pay employees need to go one week without pay.

There will be no payment on Thursday 07th January 2027.

Please note the HSE payroll schedule for 2027.

HSE Payroll Schedule from 2027			<u>Paydate</u>
<u>Period</u>	<u>From</u>	<u>To</u>	Thursday
1	21/12/2026	03/01/2027	14/01/2027
2	04/01/2027	17/01/2027	28/01/2027
3	18/01/2027	31/01/2027	11/02/2027

On Thursday 14th January Staff will be due to be paid 2 weeks basic pay plus 2 weeks premiums if applicable. The pay period being paid this date will be from 21/12/2026 – 03/01/2027.

Group 1 Weekly Paid Staff (paid in the current week)

Employees in this group have already been paid for WC 21/12/2026 and WC 28/12/2026 so they are not due any basic pay this week. To bridge the gap 2 weeks technical adjustment will be offered. Premiums due for WC 21/12/2026 and WC 28/12/2026 if applicable will also be paid.

If Employee does not opt for a technical adjustment – No basic Pay will be paid on 14th January 2027.

Next Payment date will be 28/01/2027 (2 weeks' pay) covering the basic pay and premiums due from 04/01/2027 – 17/01/2027.

From 28/01/2027 all staff will be fully aligned with the HSE pay cycle. Staff who have opted for a technical adjustment will see the repayment deduction commence from this payroll.