

For Attention of Group 3: Monthly Paid Staff

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 monthly paid staff for the month of December.

Group 3 Monthly Paid Staff (paid the last Thursday of the month for the current month)

This payment will be basic pay due from 01st – 31st December and premiums due from WC 16/11, WC 23/11, WC 30/11 and WC 07/12 if applicable. **Please note premiums paid may vary in some regions.**

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

The next payment date on the new schedule will be on Thursday 14th January 2027. 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 3 Monthly Paid Staff

Employees in this group have already been paid basic pay to 31/12/2026 so they are due to be paid 1 day's basic pay only. To bridge the gap 1 weeks and 4 days technical adjustment will be offered.

A small cohort of Staff in DSE are already paid a week in arrears, so for this group they will be due 1 week and 1-day basic pay only. To bridge the gap 4 days technical adjustment will be offered.

Premiums due for WC 07/12/2026 (Liffey only), WC 14/12/2026, WC 21/12/2026 and WC 28/12/2026 if applicable will also be paid.

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.