



# Ministry of Defence – Revised Terms and Conditions of Service (TACOS):

Applicable to new entrants and substantive promotees (i.e. on advancement, progression or promotion terms), within the Broader Banded (BB) Construct – (E2 to B1) – and Skill Zone (SZ) Grades only, who are appointed against vacancies advertised on or from 3rd February 2014.

Exceptions to the above: Departmental Retained Grades and Non Standard Occupational Groups.

For full details on revised TACOS from 3 February 2014, please refer to associated Policy documents, available on the DBS People Services portal.

	<b>Existing MoD TACOS summary for BB and SZ Grades, who joined MOD before 3 Feb 2014 (or who joined MoD after 3 Feb 2014, as a successful applicant against a vacancy advertised before 3 Feb 2014) and have not been promoted since this date</b>	<b>Revised MoD TACOS summary for BB and SZ Grades, who joined or were advanced, progressed or promoted within MOD against a vacancy advertised on or from 3 Feb 2014 OR who are recruited into a Civil Service post from or after 3 Feb 2014 and subsequently move to MoD</b>
<b>Occupational Sick Pay (OSP)</b>	Full-time staff are eligible for 182 days full OSP followed by 183 days half OSP, subject to a maximum of 365 days OSP in any rolling 4 year period.  Part-time staff are eligible for pro-rata rates of OSP.	<ol style="list-style-type: none"><li>1. Staff in their 1st year of service will be eligible for 31 days full OSP followed by 31 days half OSP.</li><li>2. Staff in their 2nd year of service will be eligible for 61 days full OSP followed by 61 days half OSP.</li><li>3. Staff in their 3rd year of service will be eligible for 92 days full OSP followed by 92 days half OSP.</li><li>4. Staff in their 4th year of service will be eligible for 122 days full OSP followed by 122 days half OSP.</li><li>5. Staff in their 5th year of service will be eligible for 153 days full OSP followed by 153 days half OSP.</li><li>6. Part-time staff will be eligible for pro-rata rates of OSP.</li><li>7. Full-time Promotees who joined MOD into a post advertised before 3 Feb 2014 will have their OSP eligibility reduced to 153 days full OSP and 153 days half OSP on promotion, regardless of length of service.</li><li>8. Part-time Promotees will have their OSP eligibility reduced as above, but on a pro-rata basis.</li></ol>

<b>London Hours</b>	<p>Full-time staff working in London (entitled to Inner or Outer London Weighting)* are contracted to a 36 hour working week.</p> <p>Part-time staff are contracted pro-rata, based on a 36 hour working week.</p>	<p>Full-time staff working in London (entitled to Inner or Outer London Weighting)* will be contracted to a 37 hour working week.</p> <p>Part-time staff will be contracted pro-rata, based on a 37 hour working week.</p> <p>Please note that London-based Shift Workers are exempt from this TACOS change.</p>
<b>Accrual and Capping of Annual Leave</b>	<p>Full-time staff employed for less than 5 years are entitled to 26.5 days Annual Leave per year, rising to 31.5 days per year after 5 years service.</p> <p>Part-time staff are entitled to pro-rata rates of Annual Leave.</p>	<p>Full-time New Starters will be entitled to 25 days Annual Leave per year, rising by one day per year of completed service to a maximum of 30 days per year after 5 years.</p> <p>To be clear:</p> <p>1st year of service – 25 days      2nd year of service – 26 days      3rd year of service – 27 days      4th year of service – 28 days      5th year of service – 29 days      Following completion of 5 years service – 30 days</p> <p>Full-time Promotees who have completed 5 years of service or more will have their Annual Leave entitlement capped at 30 days per year.</p> <p>Full-time Promotees who have completed less than 5 years service will qualify for the number of Annual Leave days shown above, based on how many years of completed service they have accrued.</p> <p>E.g. Promotee with 3 years completed service will be entitled to 28 days Annual Leave per year and will continue to accrue as above to the maximum of 30 days Annual Leave per year.</p> <p>Part-time staff will be entitled to pro-rata rates of Annual Leave based on the above.</p>
<b>Mobility</b>	<p>All staff at Band E or Skill Zone 1-4 level, plus Apprentices and all part-time or casual staff (regardless of grade) are considered to be Non-Mobile. They have only a minimum mobility obligation which in practice means that they can be expected to undertake occasional short periods of detached duty (e.g. for training, familiarization visits or to attend meetings) and are liable for redeployment within the local travel-to-work area across MoD.</p> <p>Full time staff at Band D level and above are considered to be Mobile. They have a full mobility obligation which means they are liable for redeployment anywhere in the UK or overseas within MOD.</p>	<p>All Broader Banded and Skill Zone 1-4 level staff, whether full-time, alternative working pattern or casual, are considered mobile across the Civil Service within their local travel to work area.</p> <p>Full time staff at Band D level and above are also considered mobile across the MoD in the UK and overseas.</p>