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**Sent:** 15 June 2020 12:20  
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**Subject:** Paid leaver scheme has opened

# Enterprise Service



## Paid leaver scheme has opened

*Audience: this communication has been sent directly to those with the option to consider leaving under this scheme.*

Hi everyone

I hope you're all finding some relief as the lockdown measures start to ease across the country; there's no doubt that the last few months have been challenging for us all. I couldn't be prouder of how the team has responded to these challenges and you all have my deepest thanks.

One of the things I've realised through various conversations with our colleagues in Service is that some people have used this period to reflect on what life after coronavirus may look like for them. That comes in all sorts of forms such as taking up new hobbies, spending more time with families, and considering new opportunities.

With that in mind, we've decided to open up a voluntary paid leaver scheme in a number of areas of Service where we believe we can absorb enough work to allow some people to leave. I do need to be clear that we're not able to offer this opportunity in all areas of Service – only those eligible to apply for the scheme will receive this communication.

For those of you who haven't been involved in a voluntary paid leaver offer before, this is a process where certain employees can apply to leave the

business, and receive a leaver payment. The scheme is not compulsory and is not redundancy.

The scheme is open for applications from 15 June to 30 June. The last dates of employment for those whose applications are approved will be **31 July** or **31 August**.

As is always the case, funding is limited, and we're keen to retain critical skills within the business. All applications will be processed on an individual basis and decisions will be linked to business need. The outcome of your application will be communicated to you by your line manager during the **week commencing 20 July** at the latest.

All of the scheme details you need to know are below. We recognise that this can be a big decision for people, and we've arranged a series of financial planning webinars which you're invited to attend if you wish. You can book via the links below.

If you have any further questions about the scheme please reach out to your line manager or HR business partner.

Thanks  
Mike

### **What are the terms of the scheme?**

There will be two paid leaver options. You should [view estimates](#) for both options and then decide which is better for you. Please note that we're unable to provide any financial advice to you or recommend which option you apply for. You should only submit one application.

**Option 1: Paid leaver terms of 1 month's salary per year of service with a maximum payment of 9 months**

**Option 2: Paid leaver terms of 1.5 weeks' salary per year of service with a maximum payment of 12 months**

- A minimum payment of three months will apply for both options and you must have at least two years' continuous service to be eligible.
- The **leaving date** for all approved applications will be either 31 July or 31 August
- You can **choose either option**. If you have 26 or more years' service, Option 2 is likely to be more advantageous.

## Other useful things to know:

- The [FAQs](#) contain more information about the scheme and the options available to you. These are updated from time to time so you should always read the version made available at the time of the scheme opening. This way, you'll have the most up to date information before making a decision to apply.
- **From 6 April 2018, HMRC made changes to the tax treatment of leaver payments.** It's important that you read the 'UK Taxation' section in the [FAQs](#) to understand how your payment will be treated under current tax rules before making a decision to apply.
- If you're planning to retire you'll need to contact your pension scheme to discuss the options that are available to you. If you're in the BT Pension Scheme (BTPS), you can call the BTPS Helpline on 0800 731 1919, if you're in the BT Retirement Saving Scheme (BTRSS), call the BT Helpline at Standard Life on 0800 066 5432, or log into your plan using [Standard Life's online services](#) and if you're in the BT Hybrid Scheme (BTHS), you can call the BTHS helpline on 0207 007 9347.
- If you choose to allocate part of your leaver payment to pension savings, using Increase Your Fund, the payment will be made to the scheme you're an active member of on the day you leave BT.
- If you're in a Saveshare scheme, in some circumstances, you'll be able to continue monthly contributions for up to six months after leaving BT with a paid leaver package. For more information, see the share plans [leaver booklet](#).
- Information about independent financial advice is available from the [industry website](#) for Independent Financial Advisors. Individual financial advice must be brokered between individuals and their chosen advisors, and BT can't take any responsibility for any advice received.
- This paid leaver scheme is open to BT Group employees.

Remember payments are discretionary and applications are reviewed based on operational requirements and eligibility.

## Wealth @ Work Financial Planning Webinars

We recognise that this is a major decision for people, so we've arranged a series of financial planning webinars which you're invited to attend if you wish. You can book via the links below – please only select one, so we can accommodate as many colleagues as possible.

- [18/06 9.30am – 11.00am](#)
- [19/06 14.00pm – 15.30pm](#)
- [22/06 9.30am – 11.00am](#)
- [24/06 9.30am – 11.00am](#)

If you have any questions which aren't answered by the [FAQs](#) please speak to your manager or HR Services (go to [HR Home](#) and click on 'contact HR'). Please note: you should always access the latest version of the [FAQs](#) as they may have changed since previous schemes.

### How to Apply (on-line application)

- Read through the paid leaver [FAQs](#) carefully. The FAQs form the T&Cs for your paid leaver scheme so you should always read the version made available at the time of the scheme opening. This way, you'll have the most up to date information before making a decision to apply.
- The date you've applied will be taken as the start of your notice period unless you're on an EE contract.
- If you haven't worked the full BT contractual notice period before your date of termination of employment, part of your leaver payment may be deemed PILON and subject to income tax and National Insurance contributions. You should refer to 'UK Taxation & Other Deductions' (section 5 in the [FAQs](#)) for further information.
- If you're on an EE contract deemed PILON doesn't apply to you and you'll be paid in lieu of your notice period. However, your leaver payment may be subject to income tax and National Insurance contributions. You should refer to 'UK Taxation & Other Deductions' (section 5 in the [FAQs](#)) for further information.
- You should **view both estimates** and then decide which is the best option for you. You should only submit one application.
- Use the [tax schedule tool](#) in conjunction with your estimates to get an indication of your deemed PILON and how your payment may be taxed. Please note that we're unable to provide any financial advice to you or recommend which option you should apply for.
- To **view your estimate** and **apply online** for option 1 or option 2, please [follow this link](#).
- It's a big decision, but if you submit an application on the system, we'll take that as your **formal agreement** to leave if it's authorised.
- Once you've applied, you can't change the options you've chosen for the payment of your funds.
- If your application is approved, your leaver payment will be received on or **within 28 working** days of your last day of employment.

