

CONTRACTS, PAY & PENSIONS · PRACTICAL WORKBOOK

# Contract and Offer Comparison Workbook

Reconstruct the post and expose material differences before they become disputes

- ✓ Six structured review stages
- ✓ Private writing space
- ✓ Contract, confidentiality and advice safeguards

Prepared for SAS, locally employed and other UK doctors

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**Before you write**

Use a trusted device or paper copy. Keep personal financial material secure. Do not copy patient-identifiable or unauthorised employer information. Nothing is sent to SAS Doctors Review.

# 1. Identity and status

Use factual language. Identify the document, date, owner and action needed.

| Employer, grade, title, contract version and start date |
|---------------------------------------------------------|
|                                                         |

| Continuous service and probation |
|----------------------------------|
|                                  |

| Base and required locations |
|-----------------------------|
|                             |

| Notice and governing law |
|--------------------------|
|                          |

## 2. Pay and hours

Use factual language. Identify the document, date, owner and action needed.

|                             |
|-----------------------------|
| <b>WTE, units and hours</b> |
|                             |

|                                          |
|------------------------------------------|
| <b>Salary point and progression date</b> |
|                                          |

|                                  |
|----------------------------------|
| <b>Allowances and extra work</b> |
|                                  |

|                                       |
|---------------------------------------|
| <b>On-call and premium-time rules</b> |
|                                       |

### 3. Document reconciliation

Use factual language. Identify the document, date, owner and action needed.

|                              |
|------------------------------|
| <b>Offer versus contract</b> |
|                              |

|                                       |
|---------------------------------------|
| <b>Contract versus national terms</b> |
|                                       |

|                                        |
|----------------------------------------|
| <b>Job description versus job plan</b> |
|                                        |

|                                     |
|-------------------------------------|
| <b>Rota versus contracted hours</b> |
|                                     |

## 4. Leave and development

Use factual language. Identify the document, date, owner and action needed.

|                                |
|--------------------------------|
| <b>Annual and family leave</b> |
|                                |

|                                    |
|------------------------------------|
| <b>Study or professional leave</b> |
|                                    |

|                          |
|--------------------------|
| <b>SPA and appraisal</b> |
|                          |

|                                |
|--------------------------------|
| <b>Expenses and relocation</b> |
|                                |

# 5. Pension and deductions

Use factual language. Identify the document, date, owner and action needed.

| Scheme access and pensionable pay |
|-----------------------------------|
|                                   |

| Contribution position |
|-----------------------|
|                       |

| Salary sacrifice or other deductions |
|--------------------------------------|
|                                      |

| Transfer or opt-out question |
|------------------------------|
|                              |

## 6. Decision record

Use factual language. Identify the document, date, owner and action needed.

|                                        |
|----------------------------------------|
| <b>Issue and controlling clause</b>    |
|                                        |
| <b>Employer answer</b>                 |
|                                        |
| <b>Advice obtained</b>                 |
|                                        |
| <b>Accept, amend, pause or decline</b> |
|                                        |

# Action summary

| What must happen next? |
|------------------------|
|                        |

| Who owns each action and by when? |
|-----------------------------------|
|                                   |

| Which official national or scheme source must be rechecked? |
|-------------------------------------------------------------|
|                                                             |



# Sources and disclaimer

Use the current contract, national terms, pay circular, pension scheme rules and tax-year guidance. Obtain individual BMA, union, legal, tax or regulated financial advice where needed.

## **Independent general education**

This workbook cannot determine contractual entitlement, calculate pay, tax or pension benefits, stop a legal deadline or recommend an irreversible financial decision.