**WITHHOLDING SALARY FROM STAFF TAKING PART IN INDUSTRIAL ACTION**

The UCU has notified the University that they intend to call their members to take strike action on 25, 26, 27, 28 and 29 November, and 2, 3 and 4 December. Any member of staff who participates in strike action is asked to complete the form below (or a photocopy of it) and send it to the Payroll Office. Scanned and signed copies of the form may be sent to payroll@admin.ox.ac.uk. The appropriate amount will be withheld from salary in the next available payroll (normally, the following month).

**To:** Payroll Office

 23-38 Hythe Bridge Street

 Oxford

 OX1 2ET

**Wiithholding of salary for strike action**

I acknowledge that pay will be withheld from my next available salary payment, before tax and National Insurance, equivalent to 1 day’s pay (1/365 of annual salary) for each day of strike action I have taken.

I took strike action on:

If you work part-time, please state how many hours you would have worked during the period you were on strike:

\*In order to maintain my USS pensionable service, I authorise you to deduct the employer’s pension contribution of 0.057808% of pensionable salary per day in respect of the above day(s) of action, in addition to my normal employee’s pension contribution and any AVC payments I normally make.

\**This paragraph may be deleted if you do NOT want to maintain USS pensionable service for the period when you were on strike. In this case neither the employer’s nor the employee’s contributions will be payable for this period. NB If you are a member of the NHS or MRC pension schemes, there is no option for pay to be deducted for employer and employee contributions.*

My details are:

SURNAME:……………………………….………………INITIALS:…………………………….

EMPLOYEE NUMBER:……………………………….……………. ……………………………. (7 digits as shown above the employee’s name on the front of the payslip, or in the bottom, left-hand box on the inside)

**Signed:…………………………...……………………….. Date ………………………….**