

No. 322/2024

01 October 2024

To all branches with BT Business Field Engineers

Dear Colleagues

VPLS Scheme in Business Field

I am writing to advise you that a VPLS scheme in Business Field was opened on 1st October and will close on 14th October.

Successful applicants will be advised by 28th October and will have a last day of service of the 31st December 2024.

The details, which are the standard VPLS terms are attached.

Yours sincerely

Allan Eldred
National Officer

To:
From:
Status: For information

UK Voluntary Paid Leaver scheme to open on 1 October 2024

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

Over the last 18 months we've been working hard to create one united Business Service team. To stay competitive we've been modernising our business, and as the pace of change in industry is accelerating, we need to exceed that pace.

During big moments of change like this, it's human nature to take stock and think about personal priorities. Some people wish to spend more time with families, some want to learn new skills, and others will be considering new opportunities elsewhere. We're opening up a UK voluntary paid leaver scheme to eligible Service for those who are interested in leaving.

What are the key details?

- The scheme will be open for applications from **1 October 2024** to **5pm on 14 October 2024**
- The last day of employment for those whose applications are approved will be **31 December 2024**
- The earlier you apply, the sooner we can consider your application. If you do decide to apply, your line manager will let you know the outcome of your application by **28 October 2024**
- We're keen to retain key skills within the business so this means that not all applications will be successful. We also need to take into account business needs.
- As usual, any leaver payment is subject to continued good performance, conduct and attendance
- Manager grade colleagues leaving under a voluntary paid leaver scheme would remain eligible to receive a bonus pro rata as per the [UK BT Annual Bonus Plan](#)

What are the terms of the scheme?

The VPL terms will be similar to the [EVS terms](#)

- They are:
 - 1 month's eligible pay multiplied by years of service
 - 12 months maximum payment
 - Individual leaves by agreed last day of service (pay-in-lieu-of-notice (PILON) is not applicable)
- Your notice to leave will be taken as the date of your application and your notice period will start on the following day
- If your application is accepted, your leaver payment will usually be paid your normal pay date in the following month after your last day of employment.
- We're unable to provide any financial advice to you or make any recommendations.

- If you haven't worked the full employer 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 take a look at 'What about my notice period' (section 12 in [Our Guide to Pay and Benefits – Voluntary Paid Leavers \(VPL\) \(including Terms and Conditions\)](#)) for further information.

Other useful things to know:

- [Our Guide to Pay and Benefits – Voluntary Paid Leavers \(VPL\) \(including Terms & Conditions\)](#) contain more information about the discretionary payment on similar terms to the EVS terms applicable to you and how your pay and benefits would be impacted. This is 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.
- If you're planning to retire you'll need to contact your pension scheme to discuss the options that are available to you. Contact information can be found in [Our Guide to pay and Benefits – Voluntary Paid Leavers \(VPL\) \(including Terms & Conditions\)](#).
- 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 but it can take up to six weeks for the payment to be transferred to your pension pot from your LDOS.
- 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.

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

How do I apply?

This voluntary paid leaver scheme is open to BT Group employees.

- Make sure you've read and understood all the important information. [Our Guide to Pay and Benefits – Voluntary Paid Leavers \(VPL\) \(including Terms & Conditions\)](#) forms the terms and conditions for your VPL scheme along with this communication.
- 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.
- To **view your estimate** and **apply online**, please go to the portal found here and choose the Voluntary Paid Leaver Scheme application: [EVS \(bt.com\)](#).
- 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.

Wealth @Work Financial Planning Webinars

We recognise that this is a major decision for people so we have arranged a series of financial planning webinars which you are invited to attend if you wish. You can book via the links below.

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If you have any questions which aren't answered in **Our Guide to Pay and Benefits – Voluntary Paid Leavers (VPL) (including Terms & Conditions)** 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 Our Guide to pay and benefits - Voluntary Paid Leavers as it may have changed since previous schemes.

Also please ensure you print any information that you might need once you have left the business and no longer have any access to the links in the document.