

# Guidance note: Claiming from the local hardship fund for industrial action in 2022/23 and the Marking and Assessment Boycott (MAB)

## Who can claim from the local fund?

Applications are welcomed from the following groups:

- A. UCU members on hourly-paid contracts
- B. UCU members on fixed term or open-ended contracts who receive regular monthly salaries and are on:
  - Grade J and below
  - Or
  - Grade K and above earning £30,000 pa or less

## What can be claimed from the local fund? Strike days

- Members in group A (see above) can claim for **all contact hours** lost due to industrial action on strike days.
- Members from group B (see above) can claim for net deductions **up to £75** for your first, 13th and 14th days of action. Strike pay for all other days of action can be claimed from the [National Fighting Fund](#).

## What can be claimed from the local fund? MAB

- Members in group A (see above) can claim for **up to 14 hours** of lost marking and assessment activity.
- Members from group B (see above) can claim for net deductions **up to £75** for your first two days of MAB deductions. Assuming deductions of 50% of daily pay, a member who faces 4 x 0.5 days of deductions will receive the full two days of strike pay.

## How to claim: HPTs

If you are required to submit your claim to the University **before** carrying out your work, then you should submit your claim **excluding** contact hours missed on strike days. This is because HR have agreed to pay for all contracted HPT hours other than contact hours. You should then submit your claim to the local fund for the unclaimed contact hours missed due to strike action.

Please send the following information to [ucu-hardship@bristol.ac.uk](mailto:ucu-hardship@bristol.ac.uk) in order to start your claim:

- HPT contract
- Your notification email to HR for strike day claims
- How many lost contact hours you are claiming for strike day claims

- How many lost marking / assessment hours you are claiming for MAB claims
- A previous pay-slip
- Bank details for making payment
- UCU Membership number

## How is my claim calculated?

We calculate HPT claims by calculating the number of hours lost by the hourly rate. We then deduct tax and NI where relevant, based on the information provided in a recent payslip.

## How to claim: Staff on Grades J and below / those on £30,000 pa and below

Please send the following documents to [ucu-hardship@bristol.ac.uk](mailto:ucu-hardship@bristol.ac.uk) in order to start your claim:

- Your notification email to HR for strike day claims
- A normal pay-slip
- A deducted pay-slip
- Bank details for making payment
- UCU Membership number

## How is my claim calculated?

Process A:

We calculate these claims by comparing the take home pay on a 'normal' payslip and a payslip showing strike deductions. We then multiply this net amount by the number of months deductions are to be spread over then divide it by the number of days of strike action declared in the HR notification email. We then reimburse 1 day of net deductions.

Process B:

When there is significant disparity between 'normal' and deducted payslips (e.g. due to salary changes), we process claims based on the gross deduction showing on the payslip. We multiply the gross deduction by the number of months deductions are to be spread over, then deduct tax and NI where relevant before dividing the net total by the number of days of strike action declared in the HR notification email. We then reimburse 1 day of net deductions.

## Where to send the claim

Email claims to [ucu-hardship@bristol.ac.uk](mailto:ucu-hardship@bristol.ac.uk) with all required evidence attached electronically

## When will I receive my payment

We will endeavour to make payments to staff within 10 working days.

Bristol UCU – revised June 2023

## Your questions

1. Why do you need to see my payslips?  
In order to check your tax and National Insurance status (see FAQ 3)
2. Where can I find copies of my payslips?  
To download a payslip you'll need to log onto MyERP, go to My Details, then My Personal Details, then double click on the paperclip in the top right corner, then double click on the relevant payslip, then click the download button in the top right corner of the payslip screen.
3. Why can't I receive the gross amount deducted from my payslip?  
We cannot reimburse you for more than you would have earned if you had not been on strike. That's why we reimburse the net deduction amount.
4. How do I find my UCU Membership number?  
Send a blank email to: [mynumber@mercury.ucu.org.uk](mailto:mynumber@mercury.ucu.org.uk) from the email address that you use to receive emails from UCU nationally.
5. I am not an HPT, why do you need to see my declaration email to HR?  
In order to confirm the number of days work you missed due to strike action.
6. I am not an HPT, how much can I claim?  
Up to £75 for each day of eligible action.
7. I am not an HPT, how can I claim for pay lost on days not covered by the local hardship fund?  
The [national Fighting Fund](#) will cover other strike days, dependent on your gross annual salary.
8. I am an HPT and I didn't claim for any hours (including teaching related duties) through ERP. Can I claim for all of these through the local fund?  
No, HR have advised that all teaching related hours can be claimed through ERP. If you missed out on claiming for these in the last round, you will be able to include these in your next ERP claim. In the meantime, you can submit a claim for contact hours lost on strike days through the local fund.
9. I am an HPT, why do you need to see my declaration email to HR?  
In order to confirm the number of contact hours you missed due to strike action
10. I am an HPT, why do you need to see a copy of my contract?  
In order to confirm your contractual status and hourly rate
11. I am an HPT; how much can I claim?  
There is no cap for HPT members claiming from the local fund for lost contact hours on strike days. HPT members can claim for up to 14 hours of lost marking and assessment activity.