**Scottish Government £500 COVID Bonus Payment : Opt Out**

The Scottish Government announced on 30 November 2020 a one-off £500 pro rata payment for health and social care staff on the frontline throughout the coronavirus (COVID-19) pandemic.

It is a thank you to staff employed in adult social care and children’s residential care. The Scottish Government wish to recognise the extraordinary effort that health and social care staff have made during the pandemic.

Further information on the payment is available, including eligibility criteria can be found [here](https://www.gov.scot/publications/coronavirus-covid-19-gbp500-payment-for-health-and-social-care-staff---questions-and-answers/) . Where you are a current employee and have been identified as eligible for this payment, your manager will notify you directly.

Please complete this form and return it to [hrhelpdesk@falkirk.gov.uk](mailto:hrhelpdesk@falkirk.gov.uk) by 26 April 2021 if you wish to opt out of receiving this payment or would like the payment to be made in instalments

Please ensure you complete all fields.

|  |  |  |
| --- | --- | --- |
| Full Name (as shown on your payslip) |  | |
| Employee Number (as shown on your payslip). |  | |
| Post/Designation/Job Title |  | |
| **Circle as applicable:** |  | |
| I wish to opt out of the payment | Yes | No |
| I wish to receive this payment in 3 instalments | Yes | No |
| Signature |  | |
| Date |  | |

Complete and return to [hrhelpdesk@falkirk.gov.uk](mailto:hrhelpdesk@falkirk.gov.uk) by **23rd April 2021**