



From Mr J Devin
HR Business Partner
DB Schenker Rail (UK) Ltd
Lakeside Business Park
Carolina Way
Doncaster
DN4 5PN

Tel 07801 905530

Date 17th May 2011

Dear Colleague,

TRANSFER FROM WEEKLY TO 4 WEEKLY PAYMENT

You will probably be aware that the company has recently agreed a pay award increase of 2.5% on basic pay for Engineering grades, effective from 1st January 2011. As part of this agreement with Engineering Council, it was also agreed that all Engineering grades would be paid 4 weekly, effective from week commencing 12th June 2011.

As you are currently paid weekly the following arrangements have been put in place to assist in the transfer to 4 weekly pay:

- an interest free loan of £1000 will be available, if requested (see below)
- repayment of the loan will be over 10 periods (£100 each 4 weekly period) i.e. first repayment starting on Friday 15th July 2011 pay date, with the final repayment on Friday 23rd March 2012
- the £1000 loan will be paid on Friday 17th June 2011 along with your final weekly pay payment (pay is one week in arrears)
- the first 4 weekly pay payment will be on Friday 15th July 2011

A form is enclosed for your completion if you wish to request the £1000 interest free loan. This form must be received by the Payroll Team in Doncaster no later than **Wednesday 8th June 2011** to enable this to be processed on time. No other loan amounts will be made available.

If you have any queries relating to this then please contact me on the above number.

Yours sincerely

John Devin
Human Resources



To Payroll Team
DB Schenker Rail (UK) Ltd
Lakeside Business Park
Carolina Way
Doncaster
DN4 5PN

OR Payroll Team Fax No. 0870 140 8629

I request a £1000 interest free loan from the company on transferring from weekly to 4 weekly pay, to be paid on Friday 17th June 2011, as outlined in the company letter dated 17th May 2011.

I agree to the repayment of this amount over 10 pay periods i.e. the first repayment on Friday 15th July 2011 pay date and the final repayment on Friday 23rd March 2012 pay date. The repayment amount will be £100 for each of the 10 periods.

I confirm that should I leave the company before the full amount is repaid, then I agree to re-paying any outstanding balance and authorise the company to deduct that amount from any monies to me at the time.

SIGNED: _____

NAME: _____
(Block Capitals)

PAY No. _____

LOCATION: _____

DATE: _____