

# Banked hours scheme

## 1 Banked hours scheme

The banked hours system is designed to allow a degree of flexibility of working hours for non-teaching staff to meet the individual needs of establishments and of the employee. There is no automatic right for staff to bank hours. It is at the discretion of the Governing Body or Head Teacher/Line Manager, following a flexible working request by the member of staff.

The banked hours scheme allows an employee to work a number of hours, calculated in accordance with a standard calculation, in addition to their contractual hours in order not to work for the whole or part of the school holidays.

Banked hours can be worked by all support staff apart from Teaching Assistants and Lunchtime Supervisors who are employed term time only. Banked hours staff must be available to work on training days if required.

## 2 Additional hours calculation

For someone who works 36.5 hours per week in term time with 30, 33 and 35 days of annual leave entitlement, the calculations would be as follows:

### 30 Days Annual Leave Entitlement

$39 \text{ (term weeks)} + 6 \text{ (AL weeks)} + 1.6 \text{ (public holiday weeks)} = 46.6 \text{ weeks}$

$52.142 \text{ (weeks in a year)} - 46.6 \text{ weeks (as shown above)} = 5.54 \text{ weeks difference}$

$5.54 \text{ (weeks difference)} \times 36.5 \text{ (contractual hours)} = 202.21$

$202.21 \text{ (additional hours to be worked throughout the terms)} \div 39 \text{ (term weeks)} = 5.18 \text{ hours extra to be worked each term week.}$

$36.5 + 5.18 = 41.68 \text{ hours (41.68 hours = 41 hours and 41 minutes)}$

### 33 Days Annual Leave Entitlement

$39 \text{ (term weeks)} + 6.6 \text{ (AL weeks)} + 1.6 \text{ (public holiday weeks)} = 47.2 \text{ weeks}$

$52.142 \text{ (weeks in a year)} - 47.2 \text{ weeks (as shown above)} = 4.94 \text{ weeks difference}$

$4.94 \text{ (weeks difference)} \times 36.5 \text{ (contractual hours)} = 180.31$

$180.31 \text{ (additional hours to be worked throughout the terms)} \div 39 \text{ (term weeks)} = 4.62 \text{ hours extra to be worked each term week.}$

$36.5 + 4.62 = 41.12 \text{ hours (41.12 hours = 41 hours and 07 minutes)}$

### **35 Days Annual Leave Entitlement**

$39 \text{ (term weeks)} + 7 \text{ (AL weeks)} + 1.6 \text{ (public holiday weeks)} = 47.6 \text{ weeks}$

$52.142 \text{ (weeks in a year)} - 47.6 \text{ weeks (as shown above)} = 4.54 \text{ weeks difference}$

$4.54 \text{ (weeks difference)} \times 36.5 \text{ (contractual hours)} = 165.71$

$165.71 \text{ (additional hours to be worked throughout the terms)} \div 39 \text{ (term weeks)} = 4.25 \text{ hours extra to be worked each term week.}$

$36.5 + 4.25 = 40.75 \text{ hours (40.75 hours = 40 hours and 45 minutes)}$

### **3 Recording hours worked**

It's an essential part of the banked hours system that staff keep an accurate record of the additional hours worked for audit purposes. **Such records should be regularly scrutinised and countersigned as correct by the Head Teacher/Line Manager.**

Please **see separate document - 2. banked hours record form** showing the additional hours which need to be worked each week by eligible support staff who wish to bank hours. Annual leave entitlement, including the four concessionary/extra statutory days is shown across the top and the 8 bank holiday days for each year have also been taken into account. The decimal figures have been derived by using 100 units per hour rather than 60. On this basis for instance,  $\frac{1}{2}$  hour = .50,  $\frac{1}{4}$  hour = 25.

**See separate document - 4. calculating banked hours** for full decimal clock. To calculate the additional hours to be worked each week during term time take the contracted hours (left hand column) and move across to the column which corresponds with the annual leave entitlement.

#### **Example 1**

A person newly appointed to work 30 hours per week will be entitled to 30 days leave. They therefore need to work an additional 4 hours 16 minutes

per week, which will entitle them to take all of the school holidays as leave in addition to their annual leave and bank holiday entitlement.

## **Example 2**

After five years employment they are entitled to 33 days leave. They therefore need to work an additional 3 hours 48 minutes per week, which will entitle them to take all of the school holidays as leave in addition to their annual leave and bank holiday entitlement.

## **4 Banked hours annual cycle**

The annual cycle for the banked hours system commences 1 September. Any hours 'banked', but not used by 31 August, cannot be carried over to the next annual cycle

## **5 Contracted hours**

The weekly contracted hours are stated in the letter of appointment. Staff are appointed for a basic number of hours per week throughout the year. A year equals 52  $\frac{1}{7}$  (52.142) weeks.

## **6 Normal working week**

Whilst the weekly contracted hours are stated in the letter of appointment, the normal weekly pattern of working those hours is decided by the Head Teacher and the individual member of staff. In order to operate the "banked hours" system it is essential that the normal working week based on contractual hours is clearly defined.

## **7 Annual leave**

Support Staff\* are expected to take annual leave during school holiday periods. Absence may be allowed in exceptional circumstances during the school term. Requests for such absence to be made in writing to the head teacher. The hours credited are the daily contracted hours which would normally have been worked on that day as defined in their contract of employment, excluding any banked hours.

\*Caretaking staff have been allowed to take up to two weeks of their annual leave during term time, although some more recent appointees are required to take all of their leave during school holiday periods.

## **8 Absences and banking hours**

Staff absent due to sickness, or for any other reason, on a normal working day are credited with their contracted hours only, as banked hours must be worked.

Staff should not normally be allowed to take time off unless they have sufficient hours in lieu and may be required to work during the school holidays if they have not banked the required number of hours. Additionally, if staff are in debit at the end of a month because they have taken holiday when not enough additional hours have been banked to cover the holiday period, then either additional hours need to be worked to make up the shortfall or their salary adjusted to unpaid leave for the corresponding period.