Term time only calculations

- The majority of support staff in schools are contracted to work 39 weeks per year. Term-Time Only (TTO) pay calculations will be applied in accordance with the employee's length of service.

WEEKS WORKED PER YEAR	TTO WEEKS PER YEAR TO BE PAID		
	30 DAYS ANNUAL LEAVE (Less than 5 years' service)	33 DAYS ANNUAL LEAVE (5-10 years' service)	35 DAYS ANNUAL LEAVE (more than 10 years' service)
39	**45.79**	**46.42**	**46.85**

- Occasionally, support staff may work more or fewer than 39 weeks per year. In such cases, the Term-Time Only (TTO) pay calculations outlined below will be applied accordingly.

WEEKS WORKED PER YEAR	TTO WEEKS PER YEAR TO BE PAID		
	30 DAYS ANNUAL LEAVE (Less than 5 years' service	33 DAYS ANNUAL LEAVE (5-10 years' service)	35 DAYS ANNUAL LEAVE (more than 10 years' service)
38	**44.65**	**45.27**	**45.69**
40	**46.94**	**47.58**	**48.02**
41	**48.08**	**48.74**	**49.18**
42	**49.23**	**49.89**	**50.35**
43	**50.38**	**51.05**	**51.51**

When an employee reaches the required service threshold for increased annual leave entitlement i.e 0-5 years, 5-10 years and 10+ years their TTO pay calculation will also increase. The adjustment will take effect from the following year on 1st April. Please see a few examples below:

Examples:

An employee starts employment on 24 October 2025 and works 39 weeks their TTO calculation will be 45.79. They will be entitled to move to the next threshold (46.42) on 1 April 2031.

An employee started employment on 31 May 2020 - They will be entitled to move to the 5-10 years calculation on 1 April 2026

An employee started employment on 20 March 2021- They will be entitled to move to the 5-10 years calculation on 1 April 2026

An employee started employment on 1 December 2020- They will be entitled to move to the 5-10 years calculation on 1 April 2026