

Term Time Only Calculation – Taken from The Support Staff

Employment Package June 2009 (SINGLE STATUS) – Updated April 2023

Term time only appointments are for staff that work their contractual hours each week of the school terms and do not work in the school holidays but are paid throughout the year.

How much they are paid is worked out by multiplying the number of hours they work each week by the total number of weeks per year they are to receive payment for (the 39 term weeks plus a pro-rata annual leave and public holiday entitlement) and then dividing the total by the number of months in the year to give 12 equal monthly payments. This also determines how many hours per week are to be paid across the year. It will always be less than the number of hours worked during term time.

For example: Someone who works 36.5 hours per week in term time:

a). **Employee with less than 5 years' service = 30 days annual leave**

39 school weeks per year + 6 weeks annual leave + 1.6 weeks bank holidays = 46.6 weeks

Total 7.6 weeks leave ÷ 52.142 weeks per year x 46.6 weeks = 6.79 weeks leave

6.79 weeks leave + 39 school weeks = 45.79 payable weeks

36.5 hours x 45.79 weeks ÷ 52.142 weeks per year = 32.05 hours per week (32.05 hours = 32 hours 3 minutes)

Therefore, they work 36.5 hours per week for 39 weeks and are paid for 32.05 hours per week each of the 52 weeks in the year

b). **Employee with 5-10 years' service = 33 days annual leave**

39 school weeks per year + 6.6 weeks annual leave + 1.6 weeks bank holidays = 47.2 weeks

Total 8.2 weeks leave ÷ 52.14 weeks per year x 47.2 weeks = 7.42 weeks leave per year

7.42 weeks leave + 39 school weeks = 46.42 payable weeks

$36.5 \text{ hours} \times 46.42 \text{ weeks} \div 52.14 \text{ weeks per year} = 32.49 \text{ hours per week}$
(32.49 hours = 32 hours 29 minutes)

Therefore, they work 36.5 hours per week for 39 weeks and are paid for 32.49 hours per week each of the 52 weeks in the year.

c). **Staff with more than 10 years' service = 35 days annual leave**

39 school weeks per year + 7 weeks annual leave + 1.6 weeks bank holidays = 47.6 weeks

Total 8.6 weeks leave $\div 52.142 \text{ weeks per year} \times 47.6 \text{ weeks} = 7.85 \text{ weeks leave per year}$

7.85 weeks leave + 39 school weeks = 46.85 payable weeks

$36.5 \text{ hours} \times 46.85 \text{ weeks} \div 52.14 \text{ weeks per year} = 32.79 \text{ hours per week}$
(32.79 hours = 32 hours 47 minutes)

Therefore, they work 36.5 hours per week for 39 weeks and are paid for 32.79 hours per week each of the 52 weeks in the year.

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Length of service is as of 1st April each year.

Where school-based staff work more or less than 39 weeks per year, simply replace 39 weeks in the above calculation with actual working weeks.