

Pay and Policy Compliance

November 25 Noticeboard

Welcome to the November edition of our Pay and Policy Compliance communications. In this month's update, we share important information and reminders on key compliance topics to help you stay informed. This edition covers the following topics:

- Term Time Only Calculations
- Early Payroll Deadlines - December and January
- Teachers Pay Policy update
- Pay and Grading queries

Term Time Only Calculations

Please be advised that the HR Toolkit guidance has recently been updated with further guidance on Term Time Only (TTO) calculations.

The majority of support staff in schools are contracted to work 39 weeks per year. TTO pay calculations are applied in accordance with the employee's length of service. The table below outlines the standard TTO calculations used in most cases.

For further details and examples, please refer to the HR Toolkit within the 'Working for Schools' [webpage](#).

<u>Weeks Worked</u>	<u>Paid Weeks</u>		
	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

Early Payroll Deadlines – December and January

Please note that the pay dates for December and January are normally earlier than usual. Please liaise with your HR and Payroll providers to ensure relevant deadlines are met and pay dates are communicated.

Teacher Pay Policy Update

The 2025 Birmingham City Council Teachers Pay Policy document is currently under review.

We will continue to keep you informed and will share the final version of the 2025 BCC Teachers Pay Policy once it has been agreed. The document will be uploaded to the Working for Schools webpage, and Head Teachers will be notified directly via email.

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Pay and Grading Queries

We understand that schools may have questions regarding the Pay and Grading framework. To ensure your enquiry is handled efficiently, please direct all correspondence to eppschoools@birmingham.gov.uk where a member of the team will be happy to assist.

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