

Pay and Policy Compliance

February 2026 Noticeboard

Welcome to the February 2026 edition of our Pay and Policy Compliance update. Here we will share some useful information and reminders to help you stay informed and compliant with BCC terms and conditions of employment.

This edition covers the following key topics:

- BCC Pay Policy update
- Continuous Service Dates
- Contract end dates in February
- Notice periods for Teachers to resign and leave at Easter
- April milestones – now is the time to review annual leave/TTO calculations
- Assurance Data returns - February 2026

BCC Pay Policy 2025 - update

The 2025 Birmingham City Council Pay Policy is still under review.

We apologise once again for this delay and hope that this will be concluded in the near future. We will share the final version of the 2025 document once it has been ratified. As advised previously the document will be uploaded to the Working for Schools webpage, and Head Teachers will be notified of this action directly via email.

Continuous Service Dates

Please note that each employee's continuous service data has been provided to all schools as part of the offboarding process. When submitting your assurance returns, please ensure this information is accurately captured.

Further guidance on continuous service can be found on the working in schools webpage: [Continuity of Service | Birmingham City Council](#)

Contract end dates in February 2026

Please be reminded that where an employee's contract is due to end at half term February 2026, the correct contract end date is Sunday 22 February 2026 – end of half term. This will ensure that the whole period of annual leave entitlement has been captured and properly calculated for accurate salary payment purposes. Please be sure to instruct your payroll provider accordingly.

Notice periods for Teachers to resign and leave at Easter

When observing notice periods, a Teacher wishing to resign and leave at Easter 2026 must submit their resignation in writing by no later than 28 February 2026. These notice periods are outlined in the Teacher contract as well as other relevant documents covering teacher terms and conditions. For further guidance on teachers' notice periods, please refer to the working in schools webpage [Burgundy Book - Conditions Of Service For School Teachers In England and Wales - 8 June 2023 | Birmingham City Council](#)

April milestones – this is the point in the year to review annual leave and TTO calculations for Support Staff

April is fast approaching, so now is the time to prepare for Support Staff annual leave milestones that are due for review, and action as appropriate. Please liaise with your HR/Payroll provider to ensure that any changes are processed in a timely manner so as not to disadvantage employee entitlements to pay and also adhere to established term and conditions for Support Staff.

Reminder: Entitlements and TTO paid weeks per year:

Annual leave entitlement

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)
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Term time only calculations

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

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 examples below:

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

Further guidance on TTO calculations can be found on the working in schools webpage: [Term time only calculation | Birmingham City Council](#)

Schools Assurance Data returns - February 2026

If your school is included in the assurance schedule for February, please note that assurance data collection is scheduled for 27th February 2026.

To ensure accuracy, all payroll submissions must have been processed by your payroll provider before generating and submitting your reports. This will help to capture the most up to date workforce data and ensure any recent changes are reflected in the current payroll month. Thank you for your cooperation.