

HR46
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UNCLASSIFIED



Term-Time Working Policy

Council Policy

In order to develop the Council's Policy on Recruitment and Retention, the Authority offers arrangements for employees to work during the term-time only, subject to the exigencies of the service.

Conditions

The basis of the contract of employment is as follows:

- Employees would be required to work for the 38 weeks, throughout the year, during term time only.
- The number of weeks for the purpose of the salary calculation includes leave and bank holiday entitlement (see below).

Salary

Pay is pro-rated based on both the number of weeks worked (as set out in the table below) and the number of hours worked per week.

Scale Point	Less Than 5yrs Service - Weeks per Year	More Than 5yrs Service - Weeks per Year	Less Than 5yrs Service - Weeks per Year including 5 Training Days	More Than 5yrs Service - Weeks per Year including 5 Training Days
Up to 11	45.4 weeks	46.0 weeks	46.4 weeks	47.0 weeks
12-22	45.6 weeks	46.6 weeks	46.6 weeks	47.6 weeks
23+	46.0 weeks	47.0 weeks	47.0 weeks	48.0 weeks

The formula for calculating term time only pro-rata salary is:

$$\frac{\text{Number of Hours worked}}{37} \times \frac{\text{Weeks as per table above}}{52} \times \text{Full time Annual Salary} = \text{Actual salary}$$

The annual salary is divided into twelve equal monthly payments.

The above calculations will also be applied to SEN allowance and other payments where these form part of annual pay.

This represents the 38 weeks term time that schools are open for. If employees are required to attend training days or other activities outside of the 38 weeks, claims for payment should be made under the additional hours or overtime arrangements, as applicable.

If employees are regularly required to work outside of the 38 weeks, arrangements can be made for this to be included in the above salary calculation.

Annual Leave

Employees agree to take annual leave during the school holidays and **NOT** during the term-time. However, it would be at the discretion of the Service Manager to allow leave to be taken at other times of the year.

Continuous Service

For the purposes of employment rights, service will be classed as continuous.

Procedure

- Employees wishing to work during term-time only should write to their Service Manager. It is at the discretion of the Service Manager as to whether to grant approval to work term-time only; the decision is subject to the exigencies of the service.
- In cases where approval is **NOT** granted, employees will be advised in writing of the reason why.
- In cases where approval is granted, HR Services will ensure that employees are issued with new employment contractual details.

Service Cover

In conjunction with term-time working contracts, Services should establish a system to cover the school holidays as necessary.

Maternity Leave and Public Holidays

A term time employee who takes maternity leave must take their entitlements to annual leave and public holiday within school closure periods within their leave year and either side of their maternity leave. Where this is not possible, agreement when paid leave will be taken must be reached with the employee's manager.