

Term Time Employees

If you only work during term time, your pay is paid over a 52 weeks of the year and it includes your Annual Leave entitlement.

Your pay also depends on your length of service so if, for example, you work 38-weeks and have more than 15 years' service the number of weeks you are due to be paid is 45.4 weeks.

See table below, showing an example relating to a 38 week worker:

Type of Worker Weeks	Length of Service	Total Weeks Due
38	< 5 yrs	43.4
38	5 - 7 yrs	44.6
38	7 - 10 yrs	44.8
38	10 - 12 yrs	45.0
38	12 - 15 yrs	45.2
38	15 yrs+	45.4

Your weekly pay is calculated using your Spinal Column Point (SCP) hourly rate x number of hours x total weeks due divided by 52 weeks e.g. for a 38-week cleaner who works SCP 10 (£9.4714) x 15 hours a week x 45.4/52 = £124.04.

Term Time Adjustments

A term time (TT) adjustment is calculated if an employee changes from term time to full time or leaves their TT post. It looks at what you have been paid compared to what you are due to be paid for your actual worked days.

When a change occurs, there may be a difference between the amount that you were due to be paid and what you were actually paid. Your salary will be rectified reflecting this adjustment in your first available pay.

If you leave your TT post the calculation will be the period from 1st January (start of leave year) to the date when you leave. Please refer to worked examples below.

Worked example: NLC1 SCP10: 38 week cleaner

This cleaner left on 21st June 2019 and they were paid 124 days from 1st January

2019 to 21st June 2019. There were 21 non work days (Easter etc) during this period which means that only 103 days (124 minus 21) were due to be paid. The calculation is set out below:

Annual salary	F/T	<u>£6,450.02</u> x 124 = £3,076.16 paid
(5days x 52-weeks)		260
Actual due	T/T	<u>£6,450.02</u> x 103 = £3,496.59 due
(5days x 38-weeks)		190

The difference between the above figures is the TT adjustment, which is £420.43 due paid to the employee.

This cleaner left on 1st November 2019 and they were paid 219 days from 1st January 2019 to 1st November 2019. There were 58 non work days (Easter etc) during this period which means that only 161 days (219 minus 58) were due to be paid. The calculation is set out below:

Annual salary	F/T	<u>£6,450.02</u> x 219	= £5432.90 paid
(5days x 52-weeks)		260	
Actual due	T/T	<u>£6,450.02</u> x 161	= £5465.54 due
(5days x 38-weeks)		190	
Recovered to NLC			<u>£32.64</u>

The difference between the above figures is the TT adjustment, which is £32.64 due repaid to North Lanarkshire Council (NLC).

Frequently asked Questions:

Q1. When I leave my TT post will this affect me?

A1. Yes it could - a TT adjustment calculation is done by the Payroll team.

Q2. How will this affect me?

A2. You could either owe money to the Council or be due a payment.

Q3. When do I have to pay money owed to the Council?

A3. As soon as possible from your first available pay if you have a current post. If you are leaving the Council where possible the full amount will be deducted from your final pay.

Q4. What if I have left the Council?

A4. Employee Service Centre (ESC) will notify you in writing of the adjustment due to you. If monies are due to be recovered from employees, Payroll & Pension Team will recover as much as possible from the final pay and any further monies outstanding an invoice will be raised.

Q5. Who do I contact if I need further information?

A5. Contact the ESC - Help Desk Team, Tel No: 01698 403151, E-mail: ESC_helpdeskTeam@northlan.gov.uk