

Term Time Employees

If you only work during term time, your pay is paid over 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 45.6 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	43.7
38	5 - 7 yrs	44.8
38	7 - 10 yrs	45
38	10 - 12 yrs	45.2
38	12 - 15 yrs	45.4
38	15 yrs+	45.6

Your weekly pay is calculated using your Spinal Column Point (SCP) hourly rate divided by 52 weeks x Total weeks due x weekly hours e.g. for a 38-week cleaner who works SCP 10 ($\pounds 11.2649/52 \times 45.6$) x 10 hours = $\pounds 98.78$

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. e.g. 28th June 2023. This means the calculation looks at the period 01/01/23 to 28/06/23 to determine work days and non-work days paid and due.

Please refer to worked examples below.

Worked example: NLC1 SCP10: 38 week cleaner, 10 hours per week.

This cleaner left on 28th June 2023 and they were paid 128 days from 1st January 2023 to 28th June 2023. There were 22 non work days (Easter etc) during this period which means that only 106 days (128 minus 22) were due to be paid. The calculation is set out below:

Salary paid to employee:					
Period		Term Time Annual Salary	Divided by number of days (52wks x 5 days)	Multiplied by number of days paid	Total
from	to				
01/01/2023	31/03/2023	£5,136.56	260	65	£1,284.14
01/04/2023	28/06/2023	£5,136.56	260	63	£1,244.63
				Total Paid	£2,528.77
Salary earned by employee:					
Period		Term Time Annual Salary	Divided by number of days (38wks x 5)	Multiplied by number of days worked	Total
from	to				
01/01/2023	31/03/2023	£5,136.56	190	57	£1,540.97
01/04/2023	28/06/2023	£5,136.56	190	49	£1,324.69
				Total Earned	£2,865.66
Adjustment required;					
	Salary paid	£2,528.77			
	Salary earned	£2,865.66			
	Salary earned - Salary paid	£336.89			
	Adjustment ;	To be paid in final pay			

The difference between the above figures is the TT adjustment, which is £336.89 due paid to the employee in their final pay.

Second worked example:

This cleaner left on 13th August 2023 and they were paid 160 days from 1st January 2023 to 13th August 2023. There were 53 non work days (Easter, Summer etc) during this period which means that only 107 days (160 minus 53) were due to be paid.

The calculation is set out below:

Salary paid to employee:					
Period		Term Time Annual Salary	Divided by number of days (52wks x 5 days)	Multiplied by number of days paid	Total
from	to				
01/01/2023	31/03/2023	£5,136.56	260	65	£1,284.16
01/04/2023	13/08/2023	£5,136.56	260	95	£1,876.85
				Total Paid	£3,161.02
Salary earned by employee:					
Period		Term Time Annual Salary	Divided by number of days (38wks x 5)	Multiplied by number of days worked	Total
from	to				
01/01/2023	31/03/2023	£5,136.56	190	57	£1,541.00
01/04/2023	13/08/2023	£5,136.56	190	50	£1,351.75
				Total Earned	£2,892.75
Adjustment required;					
	Salary paid		£3,161.02		
	Salary earned		£2,892.75		
	Salary earned - Salary paid		-£268.27		
	Adjustment ; To be deducted in final pay.				

The difference between the above figures is the TT adjustment, which is minus £268.27 which is due to be repaid to North Lanarkshire Council (NLC) in employees' final pay.

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](mailto:ESC_helpdeskTeam@northlan.gov.uk)