

Term Time Managers Guide

If you work during term time only, you are paid over 52 weeks of the year. This means that whilst you are paid slightly less each week, you will receive pay during periods of non-working e.g. during school holidays.

Your pay also depends on your length of service, so if you work 38 weeks and have more than 15 years' service, the number of weeks you are due increases to 45.4 weeks. See table below, showing an example relating to a 38 week worker:

Type of Worker (weeks)	Length of Service	Working Days	Full Time Working Days (i.e. 260 - AL & PH)	Public Hols Due	Annual Leave Due	Total Days Due	Total Weeks Due
38	< 5 yrs	190	228	5.0	22.0	217.0	43.4
38	5 - 7 yrs	190	222	5.5	27.5	223.0	44.6
38	7 - 10 yrs	190	221	5.5	29.5	225.0	44.8
38	10 - 12 yrs	190	220	5.5	29.5	225.0	45.0
38	12 - 15 yrs	190	219	5.5	30.5	226.0	45.2
38	15yrs+	190	218	5.5	31.5	227.0	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 per week (multiply by 2 for fortnightly paid or by 4 for four weekly paid = period salary).

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.

Depending on when a change occurs an employee may have been paid more than they are actually due. In these cases their salary will be rectified reflecting this adjustment in their 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. 21st June 2019. This means the calculation looks at the period 01/01/19 to 21/06/19 to determine work days and non-work days paid and due. Please refer to worked examples below.

Worked example: SCP 10, 38 week Cleaner

This employee left on the 21/06/19 and using the leave year start date shows that they were paid 124 days. There were 21 non work days (Easter etc.) which means

that only 103 days were due and therefore underpaid. The calculation is set out below:

Start date	Leave date	Days:	Non work days	Days due	Annual Salary	Divisor: Paid	£Paid	Divisor: Worked	£Worked	+/- Difference
01/01/19	21/06/19	124	21	103	6,450.02	260	3,076.16	190	3,496.59	420.43

Annual salary F/T $\frac{\pounds 6,450.02}{260} \times 124 = \pounds 3076.16$ paid
 (5days x 52-weeks)
 Actual due T/T $\frac{\pounds 6450.02}{190} \times 103 = \pounds 3,496.59$ due
 (5days x 38-weeks)

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

Further Worked Examples: SPC 10, 38 week Cleaner

The following example shows the employee leaving their TT post on different dates. The purpose is to show how this can affect whether they owe money or are due to be paid extra monies.

The first and third examples show that the employee is due money. This is because the first example the non-working days are lower and offset by the lower 52-weekly pay. For the third example, whilst the number of non-working days are high, the period of worked days is longer and therefore offset by the lower 52-weekly pay.

The second example below shows that this employee has been paid for more days than they worked and therefore owe money. This is because they are leaving after the summer (56 non-working days) for which they received payment.

Start date	Leave date	Days:	Non work days	Days due	Annual Salary	Divisor: Paid	£Paid	Divisor: Worked	£Worked	+/- Difference
01/01/19	12/04/19	74	16	58	6450.02	260	1835.77	190	1968.95	133.18
01/01/19	16/08/19	164	51	113	6450.02	260	4,068.47	190	3,836.06	-232.41
01/01/19	20/12/19	254	59	195	6450.02	260	6,301.17	190	6619.76	318.58

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.