

# Terms & Conditions

## Appendix E: Term-Time Worker Annual Leave Calculation

Version: 3



## Introduction

Term time employees are provided with a minimum of 5.6 weeks of annual leave per year. This entitlement is increased for employees with over 5/10 years' service.

Enhanced annual leave is pro-rated to the number of days worked within the year (subject to the statutory minimum of 5.6 weeks) when compared with a full year contract working the same number of hours. The most common working weeks are 38/38/40 weeks per year (or 190/195/200 days). The amount of annual leave (inclusive of public holidays) is shown in the table below.

## Total Weeks Per Year (Working and Annual Leave)

Service	38-week Contract	39-week contract	40-week contract
Under 5 years	<b>5.6 weeks</b> of annual leave Total Weeks: <b>43.6 weeks</b>	<b>5.64 weeks</b> of annual leave Total Weeks: <b>44.64 weeks</b>	<b>5.79 weeks</b> of annual leave Total Weeks: <b>45.79 weeks</b>
5 - 10 years	<b>6.48 weeks</b> of annual leave Total Weeks: <b>44.48 weeks</b>	<b>6.64 weeks</b> of annual leave Total Weeks: <b>45.64 weeks</b>	<b>6.82 weeks</b> of annual leave Total Weeks: <b>46.82 weeks</b>
10+ years	<b>7.08 weeks</b> of annual leave Total Weeks: <b>45.09 weeks</b>	<b>7.26 weeks</b> of annual leave Total Weeks: <b>46.27 weeks</b>	<b>7.46 weeks</b> of annual leave Total Weeks: <b>47.46 weeks</b>

Payment of annual leave for term-time employees is added into their annual salary and paid in equal instalments throughout the year.

## Term Time Annual Leave Accrual Rate

The accrual of annual leave for each day worked is detailed below. The accrual rate is the number of days leave divided by number of days worked. During the first year of employment, annual leave is accrued at the rate of one twelfth of your entitlement for each complete calendar month of employment.

Service – 35 / 37 hours contract	Accrual rate of leave for 190-day contract	Accrual rate of leave for 195-day contract	Accrual Rate for 200-day contract
Under 5 years	0.1474*	0.1446	0.1447
5 - 10 years	0.1704	0.1703	0.1705
10+ years	0.1863	0.1862	0.1864

\*All employees are provided with a minimum of 5.6 weeks of annual leave.

## 35 hours per week holiday entitlement in days and hours

Service	Full year (days)	Full year (hours)	Term-time 190 days (days)	Term-time 190 days (hours)	Term-time 195 days (days)	Term-time 195 days (hours)
Under 5 years	33	231	<b>28*</b>	196*	<b>28.2</b>	197.51
5 - 10 years	38	266	<b>32.38</b>	226.6	<b>33.21</b>	232.47
10+ years	41	287	<b>35.4</b>	248	<b>36.3</b>	254.28

## 37 hours per week holiday entitlement in days and hours

Service	Full year (days)	Full year (hours)	Term-time 190 days (days)	Term-time 190 days (hours)	Term-time 195 days (days)	Term-time 195 days (hours)	Term-time 200 days (days)	Term-time 200 days (hours)
Under 5 years	33	244.20	<b>28</b>	207.13	<b>28.2</b>	208.79	<b>28.94</b>	214.16
5 - 10 years	38	281.2	<b>32.38</b>	239.6	<b>33.21</b>	245.8	<b>34.09</b>	252.23
10+ years	41	303.4	<b>35.4</b>	262.2	<b>36.3</b>	268.8	<b>37.27</b>	275.8

\*All employees are provided with a minimum of 5.6 weeks of annual leave.

### Example

A 35-hour contract new start has 195 working days (and under 5 years' service)

$195 \text{ days (39 weeks)} \times 0.1446 = 28.2 \text{ days leave (5.64 weeks)}$

$195 \text{ days} + 28.2 = 223.2 \text{ days paid}$

$223.2 \text{ divided by } 5 \text{ (days in the week)} = 44.64 \text{ weeks per year to be paid}$