

Terms & Conditions

Appendix E: Term-Time Worker Annual Leave Calculation

Version: 2



For full time term time employees, annual leave is pro-rated to the number of days actually worked within the year. The two most common working years are 190 days and 195. The amount of annual leave (inclusive of public holidays) is shown in the table below.

35 hours per week

Service	Full-time (days)	Full-time (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	28*	196*	28.2	197.51
5 - 10 years	38	266	32.38	226.6	33.21	232.47
10+ years	41	287	35.4	248	36.3	254.28

37 hours per week

Service	Full-time (days)	Full-time (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	28	207.13	28.2	208.79	28.94	214.16
5 - 10 years	38	281.2	32.38	239.6	33.21	245.8	34.09	252.23
10+ years	41	303.4	35.4	262.2	36.3	268.8	37.27	275.8

Annual leave for term-time employees is added into the annual salary. The accrual of annual leave for each day worked is detailed below. The accrual rate is the number of days leave/number of days worked.

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

Example

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

$$195 \text{ days} \times 0.1446 = 28.20 \text{ days leave}$$

$$195 \text{ days} + 28.22 = 223.20 \text{ days paid}$$

$$232.20 \text{ divided by } 5 \text{ (days in the week)} = 44.6 \text{ weeks per year to be paid}$$

*All employees are provided with a minimum of 28 days annual leave