

North Yorkshire County Council

Term-time working – FAQs for new employees

You have been given these FAQs as you are applying for, or have been offered, a role working term-time only.

What is a term-time working?

A term-time only (TTO) employee is someone who works a reduced number of weeks during the year, based around school term dates, who then has a pro-rata entitlement to contractual leave and pay.

How is term-time pay calculated?

Term-time pay is calculated by adding the pay for the **weeks you work** to the **holiday pay** you are entitled to, giving a **weeks paid** value. This is then paid to you in twelve equal monthly instalments. Holiday pay accrues at the same rate as an equivalent full-year employee.

Example: An employee works term-time including training days which equates to **39 weeks per year**.

They have 5 years' continuous service so the full year equivalent leave entitlement is 27 days per year plus 8 bank and public holidays (7 weeks total paid leave). This is pro-rated to reflect the fact that the term-time worker does not work the full year so the employee receives a total of **6 weeks** paid leave.

The employee's total pay for the year is **45 weeks** (39 + 6) which will be paid in twelve equal monthly instalments.

As a TTO employee do I get paid annual leave?

Yes, term-time only employees are entitled to paid leave pro rata to that of full-year employees. The leave year for support staff starts on 1 April and finishes on 31 March each year and your leave must be taken to coincide with school closure periods. Therefore, you don't need to put in holiday requests in the same way as full-year workers but you will receive the appropriate time off during school closure periods and get your holiday pay included with your term-time salary. You are not permitted to take time off during the school term.

What happens if I am absent from work?

If you are absent from work for an extended period, for example due to maternity leave or long-term sickness absence, a check will need to be made to ensure that you have received your entitlement to paid leave within the leave year. You will be able to discuss this with your line manager if you have any queries.

What happens if I start in the middle of the leave year?

If you start during the leave year (1 April to 31 March) a calculation will be undertaken to ensure you have been paid correctly for the period that you are due to work.

Primarily due to the longer summer holiday, term-time working days are not evenly spaced throughout the year but salary is paid in 12 equal monthly instalments. Therefore, if you start during the year you may be paid more or less than the weeks you are due to work. In such cases, a pay adjustment would be made to your pay until the end of the leave year.

Example: A term-time worker takes up their new post on 1 September. They would be due to work 25 weeks during term time up to the end of March. This equates to working 25/39 or 64% of the leave year. Without a pay adjustment they would receive 7 months' pay for this period i.e. 7/12 or 58% of their annual pay. Without an adjustment this means that they would be underpaid. An adjustment would be made to each month's pay between September and March to reflect this.

Please note, calculations will vary year on year with changes to school term and holiday dates.

What happens if I leave during the year?

Similar to the above, if you leave during the leave year (1 April to 31 March) a calculation will be undertaken to ensure you have been paid correctly for the period that you have worked.

Example 1: A term-time worker leaves their role on 30 June. They have been paid for 3 months during the leave year i.e. April, May and June, which equals 3/12 or 25% of the year. However, they have worked 11 weeks in the leave year i.e. 11/39 or 28%. This employee will receive the additional pay in their final salary.

Example 2: A term-time worker leaves their role on 31 August. They have been paid for 5 months during the leave year i.e. April to August, which equals 5/12 or 42% of the year. However, they have worked 14 weeks in the leave year i.e. 14/39 or 36%. This employee will have a deduction from their final salary due to the overpayment.

Please note, calculations will vary year on year with changes to school term and holiday dates.

Where can I get further information about term-time working?

The Local Authority/School has a written guide on its TTO working arrangements. You can request this from the school or ask the recruiting manager if you have any queries regarding term-time working arrangements.