

Appendix 1: Calculating TT AL working 39 weeks 27.08.21

Councils' position for each term time annual leave year entitlement for employees working 39 weeks per annum compared to the full time full year employees

Entitlement for each employee group by grade	Local government service	
	Up to 5 years	5 years and over
Employees on Sc.1 - 4	187.5 hours <i>(or 26 days)</i>	223.5 hours <i>(or 31 days)</i>
Employees on Sc.5 - 6	194.5 hours <i>(or 27 days)</i>	223.5 hours <i>(or 31 days)</i>
Employees on SO1 - PO12	202 hours <i>(or 28 days)</i>	223.5 hours <i>(or 31 days)</i>
Employees on Chief Officer grade	216 hours <i>(or 30 days)</i>	216 hours <i>(or 30 days)</i>

Bank Holidays 8 days as agreed with TU's

{Good Friday, Easter Monday, May Day, Spring BH, Summer BH, Christmas Day, Boxing day, new years day}

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Calculating AL for a TT worker working within the following highlighted grades for 39 weeks per year

Assuming a five-day working week, the number of days available annually is 260.71 (*365 ÷ 7 x 5 = 260.71) The annual leave comprises of:

Entitlement for each employee group by grade	Local government service	
	Up to 5 years	5 years and over
Employees on Sc.1 - 4	187.5 hours (or 26 days)	223.5 hours (or 31 days)

{Bank Holidays 8 days as agreed with TU's}

{Good Friday, Easter Monday, May Day, Spring BH, Summer BH, Christmas Day, Boxing day, new years day}

Total leave: 34 days

This means that all-year-round employees with this leave entitlement work 225.71 days a year (260.71 minus *34 days) in order to produce a paid leave entitlement of 34 days.

Each working day accrues 0.1500 days of paid annual leave, which is calculated by dividing 34 by 226.71.

Green book calculation for Term-time employees

Assuming a 5 day working week the example TTO employee works 39 weeks per year {39 multiplied by 5,} which is 195 days.

If paid leave accrues on the basis of 0.1500 days of leave for every day worked then the paid leave entitlement would be 195 x 0.1500 = 29.24 days.

The numbers of paid days (days worked plus paid leave) per year would therefore be 195 + 29.24 = 224.24 days per year, compared with 260.71 days for a year-round employee.

This can be expressed as a percentage of the all-year-round contract by dividing the term-time only paid days by the all-year-round paid days, which in this example would be 224.24 divided by 260.71 = 86.01% of the working year of the FTE.

The TTO employee should therefore receive 86.01% of their notional full pay (with a pro-rata adjustment where they work less than 36 hours per week). This would be spread across the whole year and paid in (twelve) equal instalments.

224.24 days is equivalent to **44.85 weeks** (i.e. 224.24 / 5 = 44.85weeks).

The above is an example based on 34 days' total leave for an all-year-round employee where there is 0.1500 days annual leave accrued each day.

Appendix 1: Calculating TT AL working 39 weeks 27.08.21

Calculating AL for a TT worker working within the following highlighted grades for 39 weeks per year

Assuming a five-day working week, the number of days available annually is 260.71 (*365 ÷ 7 x 5 = 260.71). The annual leave comprises of:

Entitlement for each employee group by grade	Local government service	
	Up to 5 years	5 years and over
Employees on Sc.1 - 4	187.5 hours (or 26 days)	223.5 hours (or 31 days)

{Good Friday, Easter Monday, May Day, Spring BH, Summer BH, Christmas Day, Boxing day, new years day}

{Basic annual leave 31 days: Public holidays, 8 days}

Total leave: *39 days

This means that all-year-round employees with this leave entitlement work 221.71 days a year (260.71 minus *39 days) in order to produce a paid leave entitlement of 39 days. Each working day accrues 0.1759 days of paid annual leave, which is calculated by dividing 39 by 221.71.

Green book calculation for Term-time employees

Assuming a 5 day working week the example TTO employee works 39 weeks per year {39 multiplied by 5,} which is 195 days per year.

If paid leave accrues on the basis of 0.1759 days of leave for every day worked then the paid leave entitlement would be 195 x 0.1759 = 34.32 days.

The numbers of paid days (days worked plus paid leave) per year would therefore be 195 + 34.30= 229.30 days per year, compared with 260.71 days for a year-round employee.

This can be expressed as a percentage of the all-year-round contract by dividing the term-time only paid days by the all-year-round paid days, which in this example would be 229.30 divided by 260.71 = 87.95% of the working year of the FTE.

The TTO employee should therefore receive 87.95% of their notional full pay (with a pro-rata adjustment where they work less than 36 hours per week). This would be spread across the whole year and paid in (twelve) equal instalments.

229.30 days is equivalent to **45.86 weeks** (i.e. 229.30 / 5 = 45.86 weeks).

The above is an example based on 39 days' total leave for an all-year-round employee where there is 0.1759 days annual leave accrued each day. The calculation would have to be adjusted for other entitlements.

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Calculating AL for a TT worker working within the following highlighted grades for 39 weeks per year

Entitlement for each employee group by grade	Local government service	
	Up to 5 years	5 years and over
Employees on Sc.5 - 6	194.5 hours (or 27 days)	223.5 hours (or 31 days)

{Good Friday, Easter Monday, May Day, Spring BH, Summer BH, Christmas Day, Boxing day, new years day}

{Basic annual leave 27 days: 8 days Public holidays}

Total leave: 35 days

This means that all-year-round employees with this leave entitlement work days a year (260.71 minus *35 days) in order to produce a paid leave entitlement of 35 days.

Each working day accrues 0.1551 days of paid annual leave, which is calculated by dividing 35 by 225.71.

Green book calculation for Term-time employees

Assuming a 5 day working week the example TTO employee works 39 weeks per year {39 multiplied by 5,} which is 195 days per year.

If paid leave accrues on the basis of 0.1551 days of leave for every day worked then the paid leave entitlement would be $195 \times 0.1551 = 30.24$ days.

The numbers of paid days (days worked plus paid leave) per year would therefore be $195 + 30.24 = 225.24$ days per year, compared with 260.71 days for a year-round employee.

This can be expressed as a percentage of the all-year-round contract by dividing the term-time only paid days by the all-year-round paid days, which in this example would be 225.24 divided by $260.71 = 86.4\%$ of the working year of the FTE.

The TTO employee should therefore receive 86.5% of their notional full pay (with a pro-rata adjustment where they work less than 36 hours per week). This would be spread across the whole year and paid in (twelve) equal instalments.

225.24 days is equivalent to **45.05 weeks** (i.e. $225.24 / 5 = 45.05$ weeks).

The above is an example based on 36 days' total leave for an all-year-round employee where there is 0.1551 days annual leave accrued each day. The calculation would have to be adjusted for other entitlements.

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Calculating AL for a TT worker working within the following highlighted grades for 39 weeks per year

Entitlement for each employee group by grade	Local government service	
	Up to 5 years	5 years and over
Employees on Sc.5 - 6	194.5 hours (or 27 days)	223.5 hours (or 31 days)

Good Friday, Easter Monday, May Day, Spring BH, Summer BH, Christmas Day, Boxing day, new years day}

{Basic annual leave 31 days: 8 days Public holidays}

Total leave: 39 days

This means that all-year-round employees with this leave entitlement work days a year (260.71 minus *39 days) in order to produce a paid leave entitlement of 39 days.

Each working day accrues 0.1759 days of paid annual leave, which is calculated by dividing 39 by 221.71.

Green book calculation for Term-time employees

Assuming a 5 day working week the example TTO employee works 39 weeks per year {39 multiplied by 5,} which is 195 days per year.

If paid leave accrues on the basis of 0.1759 days of leave for every day worked then the paid leave entitlement would be $195 \times 0.1759 = 34.32$ days.

The numbers of paid days (days worked plus paid leave) per year would therefore be $195 + 34.32 = 229.30$ days per year, compared with 260.71 days for a year-round employee.

This can be expressed as a percentage of the all-year-round contract by dividing the term-time only paid days by the all-year-round paid days, which in this example would be 229.30 divided by $260.71 = 87.95\%$ of the working year of the FTE.

The TTO employee should therefore receive 87.95% of their notional full pay (with a pro-rata adjustment where they work less than 36 hours per week). This would be spread across the whole year and paid in (twelve) equal instalments.

229.30 days is equivalent to **45.86 weeks** (i.e. $229.30 / 5 = 45.86$ weeks).

The above is an example based on 39 days' total leave for an all-year-round employee where there is 0.160 days annual leave accrued each day. The calculation would have to be adjusted for other entitlements.

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Calculating AL for a TT worker working within the following highlighted grades for 39 weeks per year

Entitlement for each employee group by grade	Local government service	
	Up to 5 years	5 years and over
Employees on SO1 - PO12	202 hours (or 28 days)	223.5 hours (or 31 days)

{Good Friday, Easter Monday, May Day, Spring BH, Summer BH, Christmas Day, Boxing day, new years day}

{Basic annual leave 28 days: 8 days Public holidays}

Total leave: 36 days

This means that all-year-round employees with this leave entitlement work days a year (260.71 minus *36 days) in order to produce a paid leave entitlement of 36 days.

Each working day accrues 0.1602 days of paid annual leave, which is calculated by dividing 36 by 224.71.

Green book calculation for Term-time employees

Assuming a 5 day working week the example TTO employee works 39 weeks per year {39 multiplied by 5,} which is 195 days per year.

If paid leave accrues on the basis of 0.1602 days of leave for every day worked then the paid leave entitlement would be 195 x 0.1602 = 31.24 days.

The numbers of paid days (days worked plus paid leave) per year would therefore be 195 + 31.24 = 226.24 days per year, compared with 260.71 days for a year-round employee.

This can be expressed as a percentage of the all-year-round contract by dividing the term-time only paid days by the all-year-round paid days, which in this example would be 226.24 divided by 260.71 = 86.78 % of the working year of the FTE.

The TTO employee should therefore receive 86.78% of their notional full pay (with a pro-rata adjustment where they work less than 36 hours per week). This would be spread across the whole year and paid in (twelve) equal instalments.

226.24 days is equivalent to **45.25 weeks** (i.e. 226.24 / 5 = 45.25 weeks).

The above is an example based on 36 days' total leave for an all-year-round employee where there is 0.1602 days annual leave accrued each day. The calculation would have to be adjusted for other entitlements.

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Entitlement for each employee group by grade	Local government service	
	Up to 5 years	5 years and over
Employees on SO1 - PO12	202 hours (or 28 days)	223.5 hours (or 31 days)

{Good Friday, Easter Monday, May Day, Spring BH, Summer BH, Christmas Day, Boxing day, new years day}

{Basic annual leave 31 days: 8 days Public holidays}

Total leave: 39 days

This means that all-year-round employees with this leave entitlement work days a year (260.71 minus *39 days) in order to produce a paid leave entitlement of 39 days.

Each working day accrues 0.1759 days of paid annual leave, which is calculated by dividing 39 by 221.71.

Green book calculation for Term-time employees

Assuming a 5 day working week the example TTO employee works 39 weeks per year {39 multiplied by 5} which is 195 days per year.

If paid leave accrues on the basis of 0.1759 days of leave for every day worked then the paid leave entitlement would be $195 \times 0.1759 = 34.32$ days.

The numbers of paid days (days worked plus paid leave) per year would therefore be $195 + 34.32 = 229.30$ days per year, compared with 260.71 days for a year-round employee.

This can be expressed as a percentage of the all-year-round contract by dividing the term-time only paid days by the all-year-round paid days, which in this example would be 229.30 divided by $260.71 = 87.95\%$ of the working year of the FTE.

The TTO employee should therefore receive 87.95% of their notional full pay (with a pro-rata adjustment where they work less than 36 hours per week). This would be spread across the whole year and paid in (twelve) equal instalments.

229.30 days is equivalent to **45.86 weeks** (i.e. $229.30 / 5 = 45.86$ weeks).

The above is an example based on 39 days' total leave for an all-year-round employee where there is 0.1759 days annual leave accrued each day. The calculation would have to be adjusted for other entitlements.