

**Appendix 2: Calculating TT annual leave entitlement for employees working 38 weeks per annum
27.08.21**

Councils' position for each term time annual leave year entitlement for employees working 38 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 holiday entitlement {8 days as agreed with the Trade unions}

Good Friday, Easter Monday, May Day {Monday} Spring Bank holiday, {Monday} Summer Bank holiday, {Monday} Christmas day, Boxing day, New Years' day

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Calculating AL for a TT worker working within the following highlighted grades for 38 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) |

{Basic annual leave 26 days plus Public holidays, 8 days}

Total leave: 34 days

This means that all-year-round employees with this leave entitlement work 226.71 days a year (260.71 minus *34 days) in order to produce a paid leave entitlement of 34 days.

Each working day accrues 0.1499 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 **38 weeks per year** {38 multiplied by 5,} which is 190 days per year with less than 5 years service.

If paid leave accrues on the basis of 0.1499 days of leave for every day worked then the paid leave entitlement would be 190 x 0.1499= 28.4946 days.

The numbers of paid days (days worked plus paid leave) per year would therefore be 190 + 28.4946 = 218.4946 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 218.4946 divided by 260.71 = 83.81% of the working year of the FTE.

The TTO employee should therefore receive 83.81% of their notional full pay. This would be spread across the whole year and paid in (twelve) equal instalments.

218.4946 days is equivalent to **43.70 weeks** (i.e. 218.4946 / 5 = 43.70 weeks).

The above is an example based on 34 days' total leave for an all-year-round employee where there is 0.1499days 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 38 weeks per year

Assuming a five-day working week, the number of days available annually is 260.71 ($*365 \div 7 \times 5 = 260.71$). 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) |

{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 38 weeks per year {38 multiplied by 5,} which is 190 days per year with more than 5 years service.

If paid leave accrues on the basis of 0.1759 days of leave for every day worked then the paid leave entitlement would be $190 \times 0.1759 = 33.42$ days.

The numbers of paid days (days worked plus paid leave) per year would therefore be $190 + 33.42 = 223.426$ 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 223.426 divided by 260.71 = 85.70% of the working year of the FTE.

The TTO employee should therefore receive 85.56% 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.

223.42 days is equivalent to **44.68 weeks** (i.e. $223.06 / 5 = 44.68$ 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 38 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) |

{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 38 weeks per year {38 multiplied by 5,} which is 190 days per year with less than 5 years service.

If paid leave accrues on the basis of 0.155 days of leave for every day worked then the paid leave entitlement would be $190 \times 0.1551 = 29.46$ days.

The numbers of paid days (days worked plus paid leave) per year would therefore be $190 + 29.46 = 219.46$ 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 219.46 divided by 260.71 = 84.18% of the working year of the FTE.

The TTO employee should therefore receive 84.18% of their notional full pay. This would be spread across the whole year and paid in (twelve) equal instalments.

219.45 days is equivalent to **43.89 weeks** (i.e. $219.45 / 5 = 43.89$ 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. All leave received by year-round employees would need to be taken into account including extra leave after five years' service and concessionary days, see below.

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Calculating AL for a TT worker working within the following highlighted grades for 38 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) |

{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 38 weeks per year {38 multiplied by 5,} which is 190 days per year with more than 5 years service.

If paid leave accrues on the basis of 0.176 days of leave for every day worked then the paid leave entitlement would be $190 \times 0.1759 = 33.42$ days.

The numbers of paid days (days worked plus paid leave) per year would therefore be $190 + 33.44 = 223.44$ 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 223.42 divided by $260.71 = 85.70\%$ of the working year of the FTE.

The TTO employee should therefore receive 85.70% of their notional full pay. This would be spread across the whole year and paid in (twelve) equal instalments.

223.42 days is equivalent to **44.68 weeks** (i.e. $223.444 / 5 = 44.68$ 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. All leave received by year-round employees would need to be taken into account including extra leave after five years' service and concessionary days, see below.

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Calculating AL for a TT worker working within the following highlighted grades for 38 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 SO1 - PO12 | 202 hours (or 28 days) | 223.5 hours (or 31 days) |

{Basic annual leave 28 days plus Public holidays, 8 days}

Total leave: 36 days

This means that all-year-round employees with this leave entitlement work 224.71 days a year (260.71 minus *34 days) in order to produce a paid leave entitlement of 34 days.

Each working day accrues 0.1602 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 38 weeks per year {38 multiplied by 5,} which is 190 days per year with less than 5 years service.

If paid leave accrues on the basis of 0.1602 days of leave for every day worked then the paid leave entitlement would be 190 x 0.1602= 30.4392 days.

The numbers of paid days (days worked plus paid leave) per year would therefore be 190 + 30.4392 = 220.4392 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 220.4392 divided by 260.71 = 84.55% of the working year of the FTE.

The TTO employee should therefore receive 83.81% of their notional full pay. This would be spread across the whole year and paid in (twelve) equal instalments.

220.4392 days is equivalent to **44.09 weeks** (i.e. 2218.481 / 5 = 44.09 weeks).

The above is an example based on 36 days' total leave for an all-year-round employee where there is 0.1499days 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) |

{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 38 weeks per year {38 multiplied by 5,} which is 190 days per year with more than 5 years service.

If paid leave accrues on the basis of 0.1759 days of leave for every day worked then the paid leave entitlement would be $190 \times 0.1759 = 33.42$ days.

The numbers of paid days (days worked plus paid leave) per year would therefore be $190 + 33.42 = 223.426$ 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 223.426 divided by 260.71 = 85.70% of the working year of the FTE.

The TTO employee should therefore receive 85.56% 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.

223.42 days is equivalent to **44.68 weeks** (i.e. $223.06 / 5 = 44.68$ 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.