

HOW TO CALCULATE ANNUAL / BANK HOLIDAY LEAVE ALLOWANCE FOR TERM-TIME ONLY STAFF.

Full-time, full year staff

Paid for 260 days per year (52 x 5)

Annual leave	23 days
Bank holidays	8 days
Christmas Closedown	<u>4 days</u>
Working days	225 days

Proportion of days worked to days with pay 225/260 worked	= 86.5%
Proportion of days paid when not required to work 35/260	= 13.5%

Term-time only staff need to be paid for days/weeks worked and also need to be paid for the appropriate portion of holiday allowance which is taken outside of term-time.
 NB: Giving them the same paid leave allowance as given to a full-timer would be treating them more favourably.

Example 1

Individual working 37 weeks per year.
 37 x 5 = 185 days

185 days as a proportion of the full-time working year, 185/225 days
 = 82%

Therefore leave is worked out based on 82% of the full-year allowance
 82% x 35 = 29 days

Pay is therefore
 185 days + 29 days = 214days

FTE is therefore 214/260 = 82% FTE

NB: If an employee's weeks of attendance includes weeks where a bank holiday falls on one of their normal working days, the payment for annual leave needs to be adjusted to take account of them already having taken the day off with pay.

The calculation needs to be amended as follows:

Taking the example above, if the employee works for 1 week when a bank holiday falls the paid leave allowance would be
 82% x 34 = 28 days