

Annual Leave (Holiday) Entitlement for Term-Time Only Employees

The leave entitlement for term-time only staff is included within the pay calculation as set out in the contract and so there is no actual leave to take. Salary is based on working weeks plus the appropriate holiday entitlement for term-time staff. Entitlement to annual leave will normally coincide with periods of school closure and therefore is taken during that time with no entitlement to take leave during term time. Pay is spread equally over the 12 months of the year and starting and leaving dates in closure periods are adjusted to notional term dates. The figures below show the holiday entitlements for term-time staff and in the case of staff on Grades 1 - 6 with fewer than 5 years' service, the figure has been slightly adjusted from 01/09/2018 to take account of a recent change to the interpretation of the law.

Standard 38 week working year:

Grade	Up to 5 years of service	5-10 years of continuous service	Over 10 years of continuous service
Grades 1 to 6	5.60 weeks holiday	6.28 weeks holiday	6.48 weeks holiday
Grades 7 to 8	5.89 weeks holiday	6.28 weeks holiday	6.48 weeks holiday
Grades 9 and above	6.28 weeks holiday	6.28 weeks holiday	6.88 weeks holiday

Standard 39 week working year:

Grade	Up to 5 years of service	5-10 years of continuous service	Over 10 years of continuous service
Grades 1 to 6	5.60 weeks holiday	6.44 weeks holiday	6.65 weeks holiday
Grades 7 to 8	6.04 weeks holiday	6.44 weeks holiday	6.65 weeks holiday
Grades 9 and above	6.44 weeks holiday	6.44 weeks holiday	7.06 weeks holiday

Standard 40 week working year:

Grade	Up to 5 years of service	5-10 years of continuous service	Over 10 years of continuous service
Grades 1 to 6	5.60 weeks holiday	6.61 weeks holiday	6.82 weeks holiday
Grades 7 to 8	6.20 weeks holiday	6.61 weeks holiday	6.82 weeks holiday
Grades 9 and above	6.61 weeks holiday	6.61 weeks holiday	7.24 weeks holiday

To calculate the holiday entitlement due for posts working more than 40 weeks, multiply the figure below for that employee by the number of days worked and this will give the holiday entitlement figure e.g. 0.1397 holiday entitlement x 205 days (205 / 5 = 41 weeks) worked = 28.64 days holiday which divided by 5 gives 5.73 weeks to be paid on top of the 41 weeks worked i.e. a total of 46.73 weeks' pay.

Standard 41 week working year:

Grade	Up to 5 years of service	5-10 years of continuous service	Over 10 years of continuous service
Grades 1 to 6	0.1397 holiday entitlement	0.1652 holiday entitlement	0.1704 holiday entitlement
Grades 7 to 8	0.1549 holiday entitlement	0.1652 holiday entitlement	0.1704 holiday entitlement
Grades 9 and above	0.1652 holiday entitlement	0.1652 holiday entitlement	0.1810 holiday entitlement

Annual Leave (Holiday) Entitlement for Throughout the Year (52 weeks) Employees

Green Book Entitlement (excluding the 8 Bank Holidays)

Grade	Up to 5 years of service	5-10 years of continuous service	Over 10 years of continuous service
Grades 1 to 6	24 days	29 days	29 days
Grades 7 to 8	27 days	29 days	30 days
Grades 9 and above	29 days	29 days	32 days

If a throughout the year employee completes the working week they will be paid until the Sunday and there are no adjustments to starting and leaving dates during the school closure periods. These employees must request annual leave with the school in advance and must be taken during the school holidays unless otherwise agreed by the manager and employee. The leave year runs from 1st April to 31st March.

Holiday entitlements are pro-rata for part-time employees.