**Calculation of term time only pay for support staff**

The school year is September to August.

A term time only employee works 38 weeks and has their pay spread over 12 months.

The number of weeks the employee should be paid is calculated by adding on holiday entitlement based on grade and service. This gives the number of weeks an employee is paid.

The number of weeks you are paid for will show on your contract of employment.

**Annual salary**

Full Time Equivalent (FTE) salary can be found on our website <https://info.westberks.gov.uk/payroll>  by looking at WBC current pay grades

FTE salary   x    No. of paid weeks   x Hours worked      = Actual Salary

  52.143                               37

Your hours and weeks paid should be shown in your contract of employment.

**Monthly Salary**

Normal monthly salary will be Actual Salary divided by 12

**Starting salary**

Monthly salary divided by number of calendar days in month x calendar days employed = gross pay in 1st month of employment

**Holiday accrual**

In each full month worked an employee receives 1/12 of annual salary (or 8.33%).

In some months holiday is accrued and in other months holiday is paid.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month** | **School Days\*** | **Salary paid** | **Salary earned\*** | **Holiday accrued/paid** |
| September | 19 | 8.33% | 10.00% | 1.67% |
| October | 18 | 8.33% | 9.47% | 1.14% |
| November | 20 | 8.33% | 10.53% | 2.20% |
| December | 14 | 8.33% | 7.37% | -0.96% |
| January | 20 | 8.33% | 10.53% | 2.20% |
| February | 15 | 8.33% | 7.89% | -0.44% |
| March | 22 | 8.33% | 11.58% | 3.25% |
| April | 12 | 8.33% | 6.32% | -2.01% |
| May | 15 | 8.33% | 7.89% | -0.44% |
| June | 22 | 8.33% | 11.58% | 3.25% |
| July | 13 | 8.33% | 6.84% | -1.49% |
| August | 0 | 8.33% | 0.00% | -8.33% |

**If you do not work the full academic year you will not accrue enough holiday for full payment in Augus**t. If your pay changes through the year, you will be paid the holiday you have accrued in August this may be different to your normal monthly salary.

\*These calculations are for term time only contracts only and are based on WBC term dates 19/20. Each year the percentages will vary due to how the school year falls

**Leaving Salary**

In the month of leaving a calculation will be done to work out pay accrued from September to the last date worked. If a payment is due this will be added to your final pay.