

BUCKINGHAMSHIRE COUNTY COUNCIL

GUIDELINES FOR TERM TIME WORKING- Schools

INTRODUCTION

Flexible working is a valued employment benefit within Buckinghamshire County Council and offers an option to employees to balance family and work life.

Term Time working is when an employee has the right to take leave of absence during the school holidays. These days are known as non-working days. Employees who have parental responsibility can then work while their children are at school and spend time with them during the school holidays.

It is an operational requirement to work term time in a school. In these circumstances, the post offered will be clearly advertised as a term time only post.

DEFINITION FOR TERM TIME WORKING

Term Time working is a specific arrangement where an employee is recruited on a term time contract.

[Appendix 1](#) provides a table for Term Time only working. It consists of the:

- Number of weeks worked under the 'weeks' column
- Holiday entitlement
- Weeks paid per year (e.g. 38 weeks + 5 weeks holidays = 43 based on Range 1 - 3)
- Formula to assist when calculating a term time salary
- [Definition](#) that relates to inset and/or additional days worked

OPERATING TERM TIME

- A term time contract means the employee works only during term time but employment is regarded as continuous throughout the year
- Employees will have their salary based on the number of hours worked plus their annual leave which will be paid in equal instalments across the year. There is a table that shows the number of weeks worked and a formula in [Appendix 1](#)
- Annual leave is calculated against the number of weeks a potential term time worker actually works (see [Appendix 1](#))
- Term time working employees must take their annual leave during the school holidays.

MANAGING SICKNESS ABSENCE

Term time only employees are treated the same as full year employees in that they are entitled to six months full pay and six months half pay, after five years service, and that their entitlement is counted over the full year, ie to include school holiday periods.

For example:

Full Year Employee – 5 years BCC service

Entitlement – 180 days full pay / 180 days half pay

- Continuous sick leave from 1 January
- Half pay on 1 July
- Nil pay on 28 December

Term Time Employee – 5 years BCC service

Entitlement – 180 days full pay / 180 days half pay

Including School Holidays

- Continuous sick leave from 1 January
- Half pay on 1 July
- Nil pay on 28 December

APPENDIX 1 - TERM TIME ONLY – LEAVE ENTITLEMENTS

Ranges 1 – 3	UP TO 5 YEARS SERVICE			OVER 5 YEARS SERVICE	
Weeks	Holiday Entitlement	Weeks Paid Per Year		Holiday Entitlements	Weeks Paid Per Year
38	5.0	43.0		5.8	43.8
39	5.1	44.1		6.0	45.0
40	5.2	45.2		6.1	46.1
41	5.4	46.4		6.3	47.3
42	5.5	47.5		6.4	48.4
43	5.6	48.6		6.6	49.6
44	5.8	49.8		6.7	50.7

Ranges 4 - 5	UP TO 5 YEARS SERVICE			OVER 5 YEARS SERVICE	
Weeks	Holiday Entitlement	Weeks Paid Per Year		Holiday Entitlements	Weeks Paid Per Year
38	5.1	43.1		6.0	44.0
39	5.3	44.3		6.1	45.1
40	5.4	45.4		6.3	46.3
41	5.5	46.5		6.4	47.4
42	5.7	47.7		6.6	48.6
43	5.8	48.8		6.8	49.8
44	5.9	49.9		6.9	50.9

Ranges 6 - 12	UP TO 5 YEARS SERVICE			OVER 5 YEARS SERVICE	
Weeks	Holiday Entitlement	Weeks Paid Per Year		Holiday Entitlements	Weeks Paid Per Year
38	5.5	43.5		6.4	44.4
39	5.7	44.7		6.5	45.5
40	5.8	45.8		6.7	46.7
41	6.0	47.0		6.9	47.9
42	6.1	48.1		7.0	49.0
43	6.2	49.2		7.2	50.2
44	6.4	50.4		7.4	51.4

Formula (using the data from Range 1 – 3):

Hours worked (20hrs) x weeks paid per year (43) = 860

860 divided by full time hours (1924) x 100 = 44.7

Full time salary (£14,641) x 44.7% = £6544.53

Term time salary based on 38 weeks = £6544.53 paid in 12 equal instalments

Definition - School Term, Inset and/or Additional Days Worked:

38 weeks represents an actual school term

39 weeks onwards incorporates inset days plus any other additional days required by the school, eg for a bursar or caretaker