APPENDIX 1 - WORKING OUT TERM TIME HOURS AND SALARY

The Welsh Partnership Forum requested a review of the calculation of annual leave in relation to staff who work term time in light of the fact that there were a number of different methodologies in place throughout NHS Wales. As a result, Section 6 of the '*All Wales Guidance – Calculation of Annual Leave and Statutory Bank Holidays* 'has been revised and the revision set out below will, in effect, replace the previous guidance. This approach should be adopted by all NHS Wales organisations and will be incorporated into a revised '*All Wales Guidance – Calculation of Annual leave and Statutory Bank Holidays*' policy document in due course.

It has been agreed that the new calculation will come into effect from 1 April 2016 and will apply prospectively.

Annual leave for staff who work during school term time only must be calculated on a pro rata basis for part time staff. Term time staff are typically expected to take their annual leave and bank holiday entitlement during school holidays.

Method of Calculation
The method of calculation is based on:

A	Actual number of weeks contracted work per annum divided by
B	Actual number of weeks in year (52.143) minus number of weeks annual leave and Bank Holidays per annum
Multiplied by	
C	Number of contracted hours per week

The following examples are based on the contractual entitlements in accordance with NHS Terms and Conditions:

Example 1 is based on an individual who works for 39 weeks of the year and is entitled to 27 days' annual leave plus 8 Bank Holidays (7 weeks) as if they worked the whole time during the year.
A = Actual number of weeks contracted work per annum (39) divided by **B** = Actual number of weeks in year (52.143) **minus** number of weeks annual leave and Bank Holidays per annum leave per annum(7) = 45.143
Multiplied by
C= Number of contracted hours per week (37.5)
A/B x C = hours payable

Therefore:
39 (**A**)/ 45.143(**B**) * 37.5 (**C**) = 32.41 hours payable for 52 weeks of the year

Term Time Policy
Please check that this is the most up to date version of this written control document

Example 2 is based on an individual who works 39 weeks of the year and is entitled to 29 days' annual leave plus 8 Bank Holidays (7.4 weeks) as if they worked the whole time during the year.
A = Actual number of weeks contracted work per annum (39) divided by
B = Actual number of weeks in year (52.143) **minus** number of weeks annual leave and Bank Holidays per annum leave per annum(7.4) = 44.743
Multiplied by
C= Number of contracted hours per week:
A/B x C = hours payable

Therefore:
39 (**A**)/ 44.743(**B**) * 37.5 (**C**) = 32.66 hours payable for 52 weeks of the year

Example 3 is based on an individual who works 39 weeks of the year and is entitled to 33 days' annual leave plus 8 Bank Holidays (8.2 weeks) as if they worked the whole time during the year.
A = Actual number of weeks contracted work per annum (39) divided by
B = Actual number of weeks in year (52.143) **minus** number of weeks annual leave and Bank Holidays per annum leave per annum(8.2) = 43.943
Multiplied by **C**= Number of contracted hours per week(37.5):
A/B x C = hours payable

Therefore:
39 (**A**)/ 43.943 (**B**) * 37.5 (**C**) = 33.31 hours payable for 52 weeks of the year

Calculating the salary for a term time employee
Hours per week x hourly rate x 52.143 = Annual salary

Calculating the salary for a term time employee
Hours per week x hourly rate x 52.143 = Annual salary

Hours per week are calculated by the calculator (excel) available through your manager

The term time working calculator is available on the intranet under

http://nww.working4us-hduhb.wales.nhs.uk/term-time-working