

Perth & Kinross Council

Annual Leave & Pay Guidance for Term Time & Part Year Employees

Introduction

This guidance has been developed to explain how an annual salary is calculated for employees who work term-time or part-year.

Employees who work term-time only typically work around 39 weeks per year, which means they have approximately 13 weeks off. Depending on the needs of the role, some employees may be required to work additional weeks outside of term-time.

In addition to their working hours, employees are entitled to paid annual leave, calculated on a pro-rata basis according to the number of weeks worked, in line with full-year employees.

The method of calculation can be complex, as it involves a combination of working days and accrued leave. To support staff, an [Annual Leave & Salary Calculator](#) is available to download from the Employment Information Annual Leave Page. This tool is designed to help employees easily calculate their annual leave entitlement and annual salary. Simply enter a few basic details, and the calculator will do the rest.

For those who require a more detailed understanding, an explanation of the methodology and principles behind the calculation and entitlement is provided below.

Annual Leave Entitlement

Perth & Kinross Council's leave year runs from 1 January to 31 December.

Employees are entitled to annual leave based on their length of service, ranging from 26 to 36 days per year. In addition to this, the Council also recognises:

- 6 public holidays
and
- 1 discretionary day for the Christmas closedown.

This means the total leave entitlement for a full-time employee working a full year can range from 33 days to 43 days. This entitlement is adjusted proportionally for part-time staff and term-time/part-year employees who work fewer than 52.14 weeks per year.

Service in Leave Year	Leave Entitlement in Days	Entitlement in hours	Public Holidays - (6 days)	Discretionary Day - (1 Day)	Total Leave Entitlement for the Year
0	26	187.20	43.2	7.2	237.60
1	27	194.40	43.2	7.2	244.80
2	28	201.60	43.2	7.2	252.00
3	29	208.80	43.2	7.2	259.20
4	30	216.00	43.2	7.2	266.40
5	31	223.20	43.2	7.2	273.60
10	32	230.40	43.2	7.2	280.80
20	34	244.80	43.2	7.2	295.20
30	36	259.20	43.2	7.2	309.60

The number of working days in a full year is calculated as 260.70 days, based on:

- 36 hours per week * 52.14 weeks = 1877.04 hours per year
- 1877.04 hours divided by 7.20 hours per day = 260.70 working days

Explanation of Annual Leave Entitlement

This section explains how leave entitlement is calculated for full-year and term-time employees.

Full Year Employee (less than 1 year service)

Basic Annual Leave: 26
 Public Holidays: 6
 Discretionary Day: 1
 Total Leave 33 Days

A full-year employee with less than one year of service is entitled to 33 days of leave as per breakdown above. After deducting the leave, the employee works 227.70 days (260.70 days minus 33 days of leave).

This means the employee accrues 0.1449 days of paid leave for each day worked (33/227.70).

Term Time Employee (less than 1 year service, working 195 days)

Due to term-time employees not working the full year, their leave is pro-rated.

Although the leave is pro-rated term-time employees still accrue leave at the same rate as full-year employees.

Leave entitlement is:

$$33 \text{ days} / 227.70 * 195 = 28.26 \text{ days}$$

So, for every day worked, the term-time employee also accrues 0.1449 days of paid leave, just like a full-year employee (195 working days * 0.1449 = 28.26 days annual leave)

Paid Weeks Per Year

The annual salary for a term-time/part-year worker is based on the number of weeks worked during the academic year **plus** paid leave. The working days and paid annual leave are added together to determine the total number of paid weeks per year due.

The Weeks Per Year Formula applied by Perth & Kinross Council is detailed below:

$$(A+B)/C * 52.14 = D$$

A: Number of days worked

B: Full year leave entitlement (but pro-rated)

C: Full year working days (always 260.70)

D: Paid Weeks Per Year

Paid Weeks Per Year Working Example for Employee (less than 1 year service, working 195 days):

*(A:195 working days+B:28.26 days pro-rated leave)/C:260.70 full year working days*52.14 Weeks
= D:44.65 Paid Weeks Per Year*

Annual Salary

Perth & Kinross Council pay all staff in twelve equal monthly instalments, even if they do not work all year. This ensures consistent monthly income and avoids fluctuations.

Most Organisations opt to pay an average as this can simplify processes when calculating average weekly earnings for Statutory Sick Pay and Statutory Maternity Pay.

How to Calculate Term-Time/Part-Year Annual Salary

The annual salary is calculated as detailed below

A: Hourly Rate

B: Contracted Hours

C: Paid Weeks per Year

$A \times B \times C$

Working Example:

GE3 Scale Point 24 - £13.90 per hour as at 01.04.25

Working 39 weeks (195 days) at 27.50 hours per week on scale point 24:

$£13.90 \times 27.50 \text{ hours} \times 44.65 \text{ weeks} = £17,067.46$