

APPENDIX 1

SUPPORT STAFF  
ANNUAL LEAVE ENTITLEMENT

Staff working 52 weeks per year (excluding Bank Holidays):

Grade	Entry	5 years
A-D	4.8 weeks	5.4 weeks
E-G	5 weeks	5.6 weeks

Pro-rata annual leave in the first and final years of employment will be rounded down to the nearest day or half day.

Staff working 39 working weeks (including pro rata Bank Holiday entitlement):

Grade	Entry	5 years
A-D	5.48weeks	6.07weeks
E-G	5.67weeks	6.27weeks

**Public Holidays**

In addition to annual leave, full-time staff (52 weeks) are entitled to each public holiday occurring during their employment.

For part-time staff working 52 weeks, public holiday entitlement is expressed as a pro-rata amount in hours per year. To calculate:

- Divide the number of days worked per week by 5
- Multiply the figure found above by the number of public holidays falling in the annual leave year (normally 8)
- This gives the number of public holiday hours for the annual leave year.
- i.e. Two days per week ;  $\frac{2}{5} \times 8 = 3\frac{1}{5}$  days.

For term-time only staff, the above includes pro-rata holiday entitlement.

**For support staff with term time only contracts covering 195 working days (39 weeks):**

The school is open for 190 days when students are present. In addition there are 5 in-service (professional learning) days each year which must be worked by support staff and are noted in the school calendar.

It should also be noted that term time only staff, working most or all of the school day, must take a 30 minute unpaid lunch break.

You are also reminded that for full-time staff (term time only or 52 week contracts) the working week currently comprises 37 hours. The normal pattern is:

0830-1630 on Monday to Thursday with a 30 minute unpaid lunch break

0830-1600 on Friday with a 30 minute unpaid lunch break

This pattern can be varied in negotiation with line managers and if the operational needs of the school permit.

The annual **leave entitlement for 52 week staff** runs from 1<sup>st</sup> April – 31<sup>st</sup> March annually. All days should be taken by the end of the Easter holiday adjacent to the end of the fiscal year and should not be carried over beyond this time.

Deleted: 24 days

Deleted: 27 days

Deleted: 25 days

Deleted: 28 days

Deleted: financial

ENC 3