

## Holiday Entitlement for Term-Time Only Employees

The leave entitlement below is included within the pay calculation as set out in contract and so there is no actual leave to take. If you work in a school, your statutory entitlement to annual leave will normally coincide with periods of school closure and is therefore considered to be taken during that time with no entitlement to take leave during term time. It may be by agreement that you and the school agree to alter the period when holiday is taken, this would be where it benefits the employer. This guidance also applies to staff who work in the rest of the Council term time only. Your pay is spread equally over the 12 months of the year.

### Usual 38 week working year

The calculation is  $38/52 \times$  holiday entitlement and Bank Holidays (see 3 below) and included in the salary.

Grade	Up to 5 years service	5-10 years continuous service	10 years continuous service or more
Grades 1 to 6	4.68 weeks	5.41 weeks	5.41 weeks
Grades 7 to 8	5.12 weeks	5.41 weeks	5.55 weeks
Grades 9 and above	5.41 weeks	5.41 weeks	5.85 weeks

**NB** Lunchtime Supervisors or SMSAs who have been in continuous employment from before 01.10.2000 will continue to receive the protected 10.5 or 11 weeks holiday entitlement until they leave that role.

### Employees working more than the usual 38 week working year, but less than all year

A higher entitlement will be due, which is included in the salary calculated as follows:

$$\frac{\text{Working weeks}}{52} \times \text{holiday entitlement and Bank Holidays (see 3 below)} = \text{number of days holiday due per annum}$$

To make this a weekly figure divide number of days per annum by 5. This gives the number of weeks holiday per annum

## Holiday entitlement for Throughout the Year (52 weeks) Employees

If a throughout the year employee is due to leave on a Friday they will be paid until the Sunday, there is no right to be paid until the notional holiday end date as for term time only staff. Throughout the year employees are expected to request in advance annual leave with the school and this expected to be during school holidays unless agreed by the manager and employee. The leave year runs from 1<sup>st</sup> April to 31<sup>st</sup> March.

Grade	Up to 5 years service	5-10 years continuous service	10 years continuous service or more
Grades 1 to 6	32 days (6.4 weeks)	37 days (7.4 weeks)	37 weeks (7.4 weeks)
Grades 7 to 8	35 days (7.0 weeks)	37 days (7.4 weeks)	38 days (7.6 weeks)
Grades 9 and above	37 days (7.4 weeks)	37 days (7.4 weeks)	40 days (8.0 weeks)

## Annual Leave Entitlement (minus the 8 Bank Holidays) in days

Grade	Up to 5 years service	5-10 years continuous service	10+ years continuous service
Grade 1-6	24	29	29
Grade 7-8	27	29	30
Grade 9 and above	29	29	32

There is a [spreadsheet on the intranet](#) that will calculate holiday entitlements for employees who work all the year round, this is particularly useful for part time employees and can be used as an electronic leave card for full time employees

## School Closure Periods

Separate [advice exists](#) on when schools may be forced to close due to practical or economic reasons and how this impacts on holiday entitlements.

## Contacts:

If you have any questions please contact the Pay and Employment Information team on 0845 605 4175 or via [payandempinfo@oxfordshire.gov.uk](mailto:payandempinfo@oxfordshire.gov.uk)