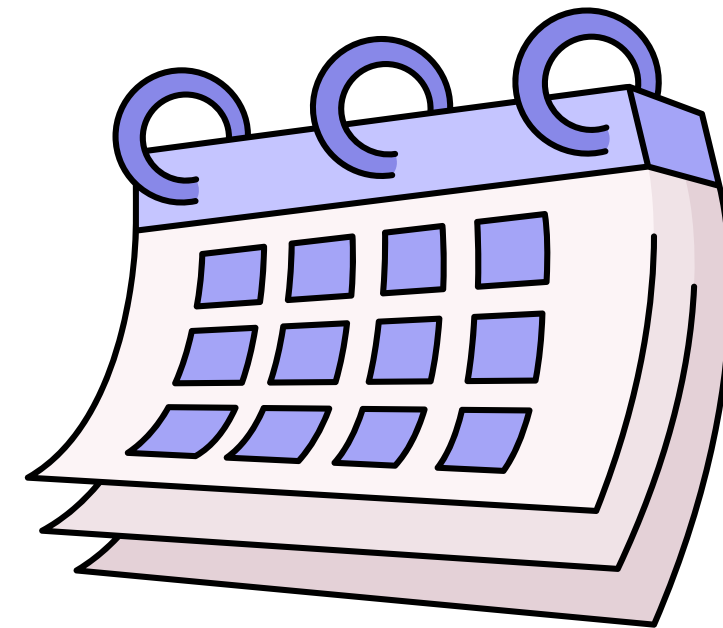




TERM TIME ONLY WORKING



Cerys Rees





SESSION OBJECTIVES:

1. Understand the nature of term time only working
 2. Understand term time only pay
- 

ACADEMIC YEAR PLANNER

Blwyddiadur Academiadd 2025-2026 Academic Year Planner

2025-2026	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Aug 2025 Awst					1	2	3	4	5	6	7	8	9	10	11	12	13	14 *	15	16	17	18	19	20	21 *	22	23	24	25	26	27	28 **	29	30	31
Sept 2025 Medi	1 W	2 E	3 E	4 K	5 1	6	7	8 W	9 E	10 E	11 K	12 2	13	14	15 W	16 E	17 E	18 K	19 3	20	21	22 W	23 E	24 E	25 K	26 4	27	28	29 W	30 E					
Oct 2025 Hydref			1 E	2 K	3 5	4	5	6 W	7 E	8 E	9 K	10 6	11	12	13 W	14 E	15 E	16 K	17 7	18	19	20 W	21 E	22 E	23 K	24 8	25	26	27	28	29	30	31	1	2
Nov 2025 Tachwedd	3 W	4 E	5 E	6 K	7 9	8	9	10 W	11 E	12 E	13 K	14 10	15	16	17 W	18 E	19 E	20 K	21 11	22	23	24 W	25 E	26 E	27 K	28 12	29	30							
Dec 2025 Rhagfyr	1 W	2 E	3 E	4 K	5 13	6	7	8 W	9 E	10 E	11 K	12 14	13	14	15 W	16 E	17 E	18 K	19 15	20	21	22	23	24	25	26	27	28	29	30	31				
Jan 2026 Ionawr				1	2	3	4	5 W	6 E	7 E	8 K	9 16	10	11	12 W	13 E	14 E	15 K	16 17	17	18	19 W	20 E	21 E	22 K	23 18	24	25	26 W	27 E	28 E	29 K	30 19	31	1
Feb 2026 Chwefror	2 W	3 E	4 E	5 K	6 20	7	8	9 W	10 E	11 E	12 K	13 21	14	15	16	17	18	19	20	21	22	23 W	24 E	25 E	26 K	27 22	28	1							
March 2026 Mawrth	2 W	3 E	4 E	5 K	6 23	7	8	9 W	10 E	11 E	12 K	13 24	14	15	16 W	17 E	18 E	19 K	20 25	21	22	23 W	24 E	25 E	26 K	27 26	28	29	30	31					
April 2026 Ebrill			1	2	3	4	5	6	7	8	9	10	11	12	13 W	14 E	15 E	16 K	17 27	18	19	20 W	21 E	22 E	23 K	24 28	25	26	27 W	28 E	29 E	30 K			
May 2026 Mai					1 29	2	3	4 W	5 E	6 E	7 K	8 30	9	10	11 W	12 E	13 E	14 K	15 31	16	17	18 W	19 E	20 E	21 K	22 32	23	24	25	26	27	28	29	30	31
June 2026 Mehefin	1 W	2 E	3 E	4 K	5 33	6	7	8 W	9 E	10 E	11 K	12 34	13	14	15 W	16 E	17 E	18 K	19 35	20	21	22 W	23 E	24 E	25 K	26 36	27	28	29	30					
July 2026 Gorffennaf			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2
August 2026 Awst	3	4	5	6	7	8	9	10	11	12	13 *	14	15	16	17	18	19	20 *	21	22	23	24	25	26	27	28	29	30	31						
KEY:	Academic staff – 46 days annual leave (Pro Rata for fractional staff) can be booked during these weeks via "MY Page" which will require line manager approval																	Teaching Weeks	Induction/Target Setting	PLD Days	Admin / Enrolment	Quality Day	Bank Holiday	Closure Day	* Results / Open Days	** L1 Yr 2 Euro Induction 7									

HOURS OF WORK AND PAYMENT

Term time only salary is paid over 12 equal monthly installments.

Their monthly payment is based on the number of hours they are contracted to work each week, and the number of weeks they are contracted to work each academic year divided by 12.

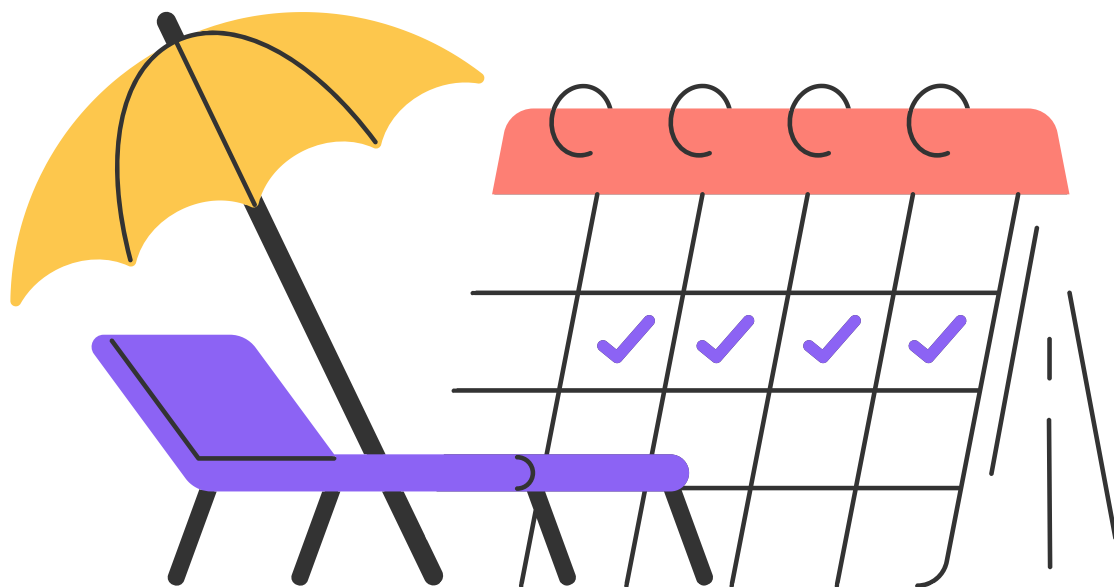




ANNUAL LEAVE, UNPAID LEAVE AND BANK HOLIDAYS

Term time only workers are required to take their annual leave outside the term time that is identified in the academic planner.

If a Bank Holiday falls in one of their normal working weeks, since they have already been paid for that day as part of the working week, it is not included again as part of their holiday payment.



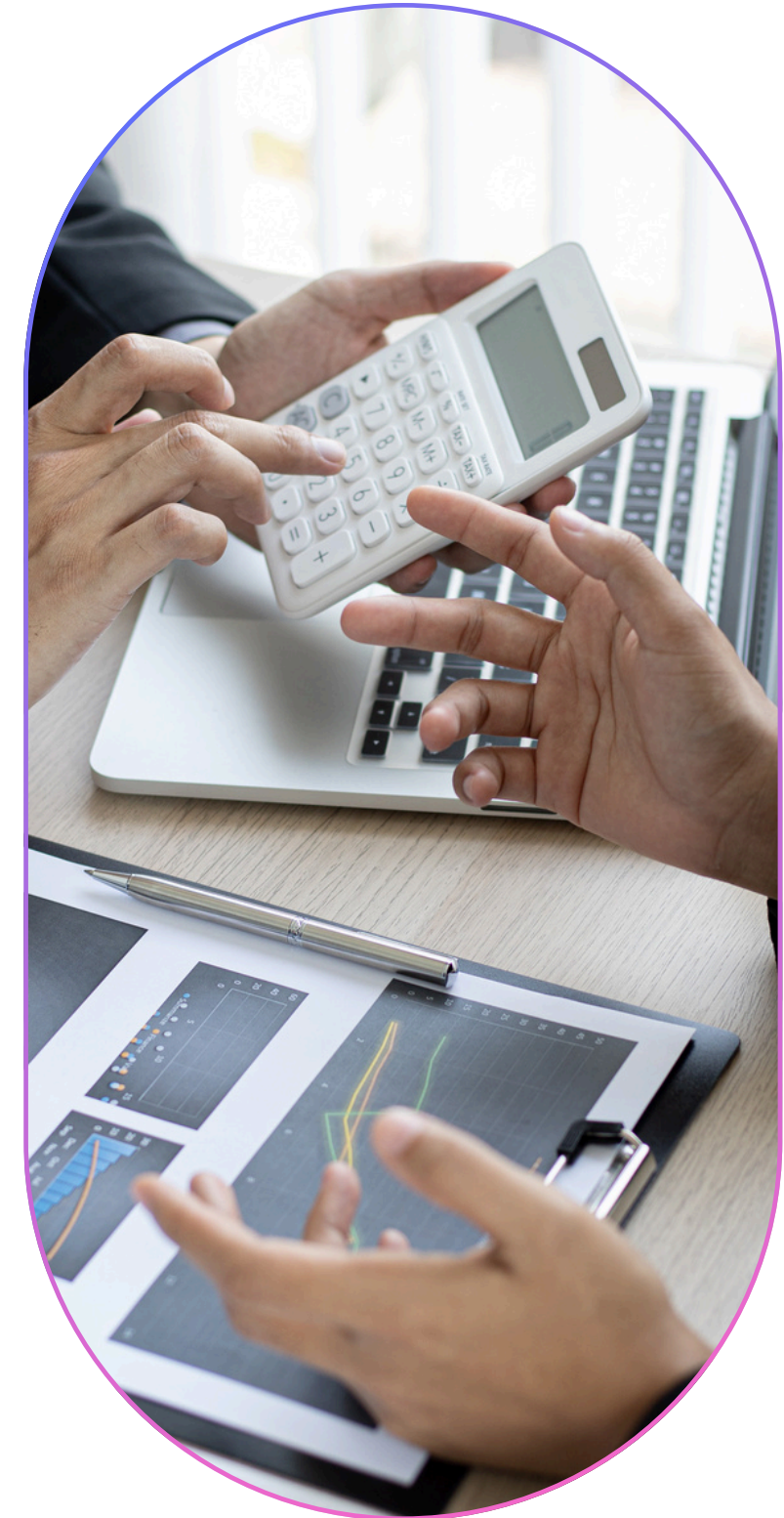
TERM TIME ONLY CALCULATIONS

TTO Calculation
36.6 weeks worked

28 annual leave
7 days bank holidays
5 closure days
 $= 40/5 = 8$

$8/52.143 * 36.6 = 5.615$

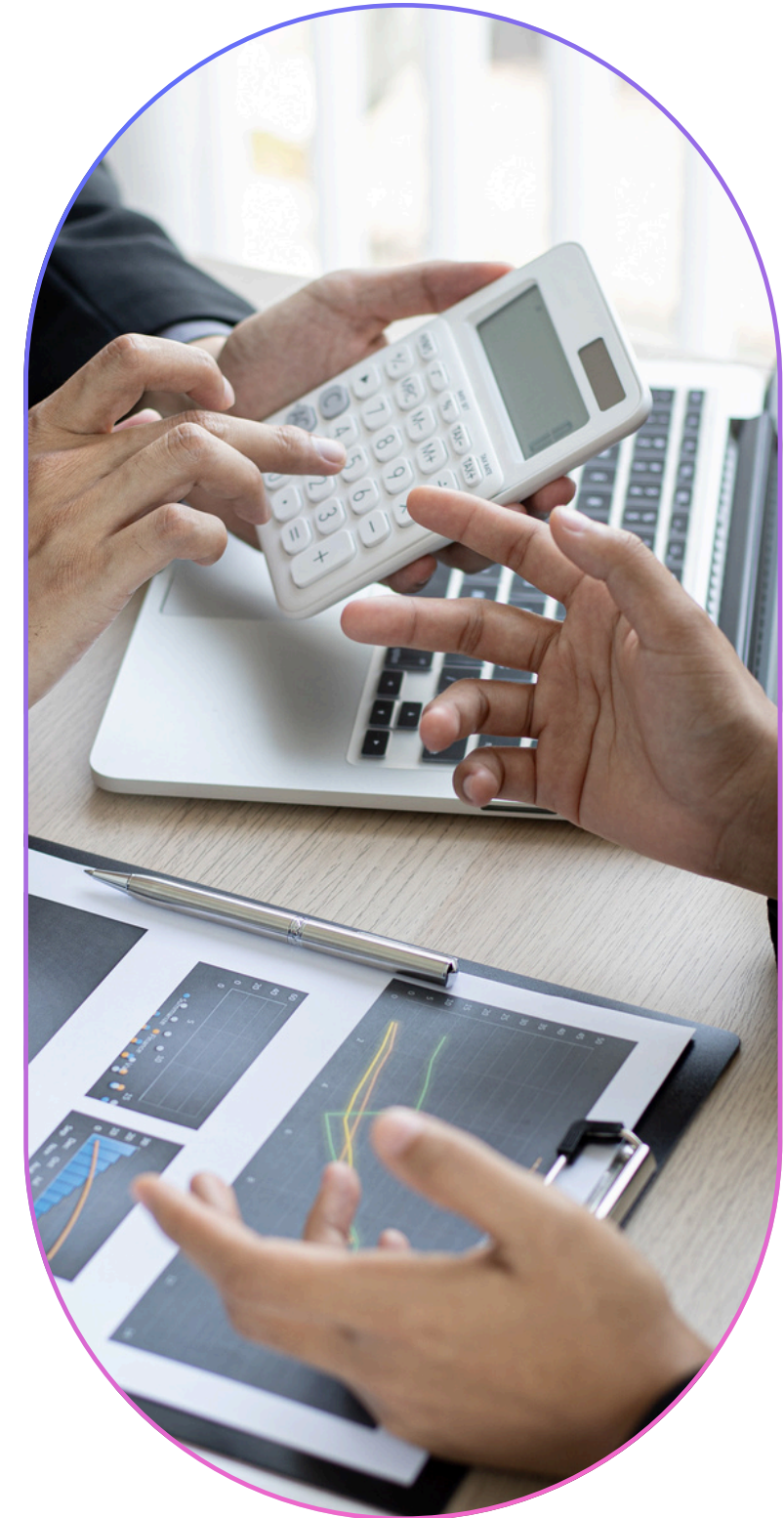
$TOTAL = 36.6 + 5.615 = 42.215$



TERM TIME ONLY CALCULATIONS

For example a Learning Support Assistant salary is based on £25,402 per annum. If they work 24 hours per week, 36.6 weeks per year, their salary is £13,339.77 per annum at 0.525FTE based on their term time only calculation.

This will be divided by 12 months which results in their monthly pay (before deductions) being £1,111.65 per month,



Q & A SESSION



Question 1

Is someone who works term time only able to book annual leave during term time?



Question 1

Is someone who works term time only able to book annual leave during term time?

Answer

No – however unpaid leave can be requested and granted at manager's discretion, depending on service need and the reasons behind the request.



Question 2

Will someone who works term time only be paid over the summer months when they are not due to work?



Question 2

Will someone who works term time only be paid over the summer months when they are not due to work?

Answer

Yes – term time only salary is paid over 12 equal monthly installments. Or spread equally from their start date to the end of August if they've started part year.



THANK YOU. DIOLCH.

Please scan the QR code to
provide feedback on the session.

