

## For action

### Term-time only working

Audience: All schools

Cascade to: Headteacher and School Business Managers

The National Joint Council has issued new guidance under Part 4 of the Green Book following a joint review of term-time only working. This guidance covers a range of issues including calculation of pay and annual leave, calculation of redundancy pay, payment of overtime and additional hours, termination or commencement of employment part way through the year and school closure periods. The guidance includes an advisory model calculation for the determination of term-time only pay. The [new guidance](#) and the [covering circular](#) are available on CYPInfo.

A comparison of this and NYCC's formula has been undertaken factoring in NYCC's current annual leave entitlements. This has shown that they are very similar with small variances due to rounding. NYCC has, therefore, decided to apply the NJC formula to TTO support staff salaries with effect from 1 April, 2019. The revised TTO weeks paid values are shown in the table here:

		Weeks worked					
		38	39	40	41	42	43
Length of service	Less than 2 years	43.1	44.3	45.4	46.5	47.7	48.8
	2 years	43.3	44.5	45.6	46.7	47.9	49.0
	3 years	43.5	44.7	45.8	46.9	48.1	49.2
	4 years	43.7	44.8	46.0	47.1	48.3	49.4
	5 years	43.9	45.0	46.2	47.4	48.5	49.7
	10 to 14 years	44.5	45.7	46.8	48.0	49.2	50.3
	15 years	45.1	46.3	47.5	48.7	49.8	51.0

The revised salaries will be applied to all term-time only staff employed in maintained, VC and VA schools from April. VA schools will be contacted separately by ESS and given the option of not applying the revised values. Academies will be asked if they wish to adopt the revised values.

NYCC is currently in the process of working through the other provisions of the revised guidance and further information will be issued in due course.

### Suggested actions:

- VA schools to notify ESS if they do not wish to apply the revised values
- Academies to notify ESS if they wish to adopt and apply the revised values
- Maintained schools who do not use ESS for payroll should notify their provider of the revised values

Contact: [NYHR@northyorks.gov.uk](mailto:NYHR@northyorks.gov.uk) / [employmentsupportservice@northyorks.gov.uk](mailto:employmentsupportservice@northyorks.gov.uk)