

## TERM TIME - HOLIDAY ACCRUAL

Following changes to UK holiday pay and rules for leave years starting on or after 1 April 2024, a review of holiday accrual was undertaken and highlighted the need to revise accrual calculations for term time employees. Changes, which will take effect from 1 January 2025, are set out below.

### Current accrual:

Accrual calculation has been based on 6.4 weeks (5 weeks annual + 1.4 weeks public) divided by 52.14 weeks per year (52.14 weeks takes account of leap years).

The additional leave from the 2022 pay award is managed separately and allocated during term time, which reduces 'weeks worked' each year for term time staff as illustrated below using examples of 38 and 39 working weeks per year:

Term weeks	Leave accrual (weeks)	Weeks worked per year
38	42.66	37.8
39	43.79	38.8

### New accrual:

In place of 52.14 weeks, available working weeks per year will be used for accrual, which will result in an increase in accrual for 'term time' workers.

Excluding the additional day of leave awarded since 2022, which will continue to be managed separately, this will see increases as illustrated in examples below, based on a 36 hours per week term time contract and working 38 or 39 weeks per year:

Term time group	Calculation	Pro-rata accrual (weeks)	Current accrual (weeks)	Increase (weeks)	Increase (hours)
38 weeks < 5 yrs	$6.4 / 45.74 \times 38$	5.32	4.66	0.66	23.76
38 weeks > 5 yrs	$7.4 / 44.74 \times 38$	6.29	5.39	0.9	32.4
39 weeks < 5 yrs	$6.4 / 45.74 \times 39$	5.46	4.79	0.67	24.12
39 weeks > 5 yrs	$7.4 / 44.74 \times 39$	6.45	5.54	0.91	32.76

Increased hours will be calculated on a pro-rata basis and will be allocated to be taken as time off during normal working weeks. In practice, this will therefore reduce the actual weeks worked, as demonstrated in the examples below (to be pro-rated for part time):

Term weeks	Weeks' accrual per year (Full time)	New working weeks per year (Full time)
<5 years' service		
38	5.32	37.6
39	5.46	38.6
>5 years' service		
38	6.29	37.6
39	6.45	38.6

## Management Guidance

This guidance covers the accrued leave that can be taken during term time working weeks. For the purposes of this guidance, this leave will be referred to as 'in-term' leave.

### **'In term' leave accrual**

The council leave year runs from 1 January to 31 December each year.

The amount of 'in term' leave accrued each leave year will depend on an employee's contractual hours and the working weeks they are employed to cover per year, as well as whether they have less or more than 5 years' continuous service.

Changes in an employee's hours and starting or leaving part way through the leave year will also impact the amount of 'in term' leave accrued in that leave year.

An employee's line manager will confirm the employee's 'in term' leave accrual at the start of each year, or where the above changes occur.

### **Taking 'in term' leave**

In-term leave accrual should be taken as time off during the employee's working weeks each year. Arrangements for allocation of time off will be managed at service level.

Time off requires approval of the employee's line manager. Employees should use existing notice period arrangements for annual leave when requesting leave.

The leave should be recorded on MyHR under Other Leave, using the code "in term leave".

### **Managing the leave**

Services are asked to manage the additional leave using the same principles as with all leave (i.e. annual, sickness and family care/special leave) when considering cover and practical arrangements.

Services are asked to ensure clear messaging to their workforce that any overtime offered to them to cover the impact of 'in term' leave is entirely voluntary.

Managers can calculate 'in term' leave accrual using the following [calculator](#) which is also available on mytoolkit.

Employees with more than 5 years' continuous service (effective from first full calendar year following the 5 year service date) are entitled to an increase in annual leave entitlement. At the start of each leave year, the line manager must identify those employees and recalculate the 'in year' leave accrual.

The line manager must also re-calculate 'in term' leave during a leave year where an employee:

- leaves part way through the year
- changes working hours
- changes working weeks per year (e.g. 38 week to 39 week contract, or move from being term time to 52 weeks per year)

Employees should be made aware of the range of factors that can influence each individual's entitlement.