



Simplification of Annual Leave Entitlement for non-teaching staff

The existing annual leave entitlement of non-teaching staff varies according to grade and total length of continuous service. Annual leave ranges from 23 to 33 days per year. This inherited system does not fit well with the TBAP business model.

The variability in leave makes administration and assimilation of new schools complicated and also makes it problematic for Term Time Only staff to understand and check their pay, taking into account the pro-rata arrangements. A single enhanced rate would be a valuable component in terms of recruitment, setting us apart from comparable employers.

This is a rather antiquated system from the Local Authorities and reflects an era and culture which assumed that individuals would have life-long careers within Local Government. Having a small increase in leave entitlement linked to trigger points at 5 years and 10 years continuous service was believed to contribute to staff retention, in much the same way that automatic progression within a grade and long service awards also operated. It is less easy to justify differing leave arrangements linked to grade, although this was presumably also part of an historic reward strategy which assumed career progression up the grade structure and a need for slightly longer leave periods for management positions.

Recommendation

It is proposed that we move towards **a single annual leave entitlement for all non-teaching staff**, regardless of grade and/or length of service.

Current Annual Leave System

Current annual leave entitlements vary from 23 days a year to 33 days a year. On the lowest pay scale, employees are allocated 23 days holiday (plus bank holidays) and after five years, this increases to 28 days. At the opposite end of the scale, employees graded PO4 and above receive 30 days annual leave (plus bank holidays) and this increases when they reach ten years of service.

Scale	0-5 years	6-10 years	Over 10 years
1-4	23	28	28
5-6	26	28	29
SO1-PO3	30	30	33
PO3 sp41	30	30	33

PO4 and above	30	30	33
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The most common amount of annual leave allowance is 26 days. This applies to anyone falling in the salary range between Spine Point 22 and Spine Point 28 (currently equating to salaries of between £23,658 and £27,879).

There is currently only one person in the whole organisation that has the minimum leave entitlement of 23 days. Similarly, just one BSP receives the top allowance of 33 days annual leave.

The impact of annual leave on time away from the workplace is only felt by staff on All Year Round (AYR) contracts. AYR staff must apply for authorisation to take annual leave and are encouraged to do so other than during term time so as to maximise contact time with colleagues. AYR staff can also make use of the flexi-time policy and build up credits for time off during the accounting period. The leave year runs from 1 September to 31 August. Staff may carry over a credit of up to 5 days leave from one year to another. Changes in annual leave entitlement have no impact on the pay of AYR staff.

Term Time Only (TTO) staff are generally on either 40 week (LSP) or 41 week (BSP) contracts. Their annual leave entitlement has no impact on their working weeks and time off during the holidays, but does affect their pay.

Pro-rata Pay Calculation

When calculating pro-rata pay for TTO staff, actual pay is worked out by multiplying the FTE hourly rate with the actual numbers of hours worked. Actual number of hours worked includes the normal 36 hours per week for weeks worked (as standard, 40 or 41), plus hours covered by public holidays and leave entitlement.

For example, an LSP with a FTE salary of £25,000 and 26 days leave or 33 days leave:

$$£25,000/52.14 \times 36 \times (40 + [5.2] + 1.6) \times 36 = £22,440$$

$$£25,000/52.14 \times 36 \times (40 + [6.6] + 1.6) \times 36 = £23,110$$

This illustrates the impact changes in the annual leave entitlement have on base pay. In this example, [5.2] equates to a 26 day entitlement and [6.6] to 33 days. The impact is an uplift of £670 on annual gross pay. Each additional day of leave in this example equates to £95 per year.

Overall direct cost of adopting a single annual leave entitlement of 33 days

At present, TBAP has 70 staff on TTO contracts. The expected maximum total cost is around £50,000.

If this total is considered unaffordable, a possible option is to go for a 30 day entitlement, increasing to 33 days after 5 years continuous service with TBAP. This reduces the cost to less than half.