Calculation of actual pay and notional hours for term time only (TTO) support staff
Not applicable to teaching staff

Name of Postholder:	*1.2.1 Sept 2020*	Payroll Number:	*tbc*
Title of Post:	*1.2.1 TA EVENT LINKED*	P/T Hours:	*32.5*
Grade:	*Sc2*	Name of statemented child:	TBA
Spine Point:	*4*	Location:	*Swaffiield School*

Annual Full Time Salary for this Spine Point: £ 22,398.00

All-year-round (AYR) staff have a total possible number of working days of 260 (52x5). They actually work less because of annual leave, 8 Bank Holidays, 2 statutory days and 1 discretionary day off at Christmas.

An all-year-round person at this grade (with less than, or more than 5 years service, whichever is appropriate) would therefore work:

260	*25*	8			227	working days per year (AYR)
days -	days A/L -	B/H -	=			

The term-time only (TTO) person in this post will work for **5** days per week for **39** weeks per year. This equals **195** working days per year. **(TTO)**

The number of working days for TTO must be divided by the AYR working days to show the % working time for TTO hours per year,

i.e. $\dfrac{\text{TTO}}{\text{AYR}}$ = $\dfrac{195}{227}$ =   0.8590 x 100 = 85.90%

NOTIONAL HOURS

This percentage is applied to the actual hours worked to calculate the notional hours. (Payroll must always be instructed to pay the annual pay for the appropriate amount of notional hours)

32.5   x   85.90%   = | 27.92 | **hrs**

ACTUAL PAY

The actual pay is arrived at by dividing the full time salary by the full time hours, which is then multiplied by the notional hours

$\dfrac{£\,22{,}398.00}{36}$ x   27.92   = | £ 17,370.89 | **actual pay TTO**

Date for Re Calculation at 5 years service................................

Date of Calculation .... Signed .... Designation ....