

JS/13/45

11 November 2013

Dear Colleague

**Weeks Foreshortened by Public Holidays**

The SNCT Joint Secretaries have considered the effect of “short” weeks of fewer than 5 days which normally arise from the occurrence of public holidays. Weeks including INSET days are also foreshortened.

The SNCT Handbook does not make provisions in such circumstances. There can be no “pro rata” arrangements for foreshortened weeks. A teacher who is unable to have non class contact due to a holiday cannot claim that time elsewhere during a foreshortened week. School managers should not allocate additional classes in a foreshortened week if doing so in a normal week would have the effect of pushing a teacher beyond contractual hours.

In other words, it is our expectation that in a foreshortened week headteachers and teachers will treat the foreshortened week as if it was a normal working week.

Yours sincerely

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