

All Head Teachers and Heads of Services
All School Business Managers
Neighbourhood Managers and
Manager Special Schools and Classes

Date:

Your ref.:

Our ref.: HR/CF/MH

Dear Colleague

PART TIME TEACHING STAFF AND PUBLIC HOLIDAYS

As you are aware, in order to ensure the entitlement of permanent part time teaching staff to public holidays, the Scottish Negotiating Committee for Teachers (SNCT) determined that with effect from August 2006, permanent part time teaching staff would receive the appropriate amount of time off for public holidays on a pro rata basis. The City of Edinburgh Local Negotiating Committee for Teachers (LNCT) created a calculator to resolve the previous situation whereby during the school year, staff contracted to work the same number of hours each week could actually work a different number of days in each school year.

The LNCT calculator was devised to indicate the amount of time off to be granted in a whole session or the amount to be worked as additional hours. It was agreed that the resolution of individual cases should be undertaken at school level.

The calculator will indicate that certain staff members are due time off during the school session while others may require to work additional hours for the school/service. It is recommended that in the case of staff due time off, leave is taken by agreement when this is convenient for the school/service. In the case of teachers who require to undertake additional hours this will have to be agreed outwith the days on which they are normally employed and should be arranged as far in advance as possible.

Where this cannot easily be accommodated, you may wish to consider an alternative approach to reflect actual work done over the session which could be an agreement in increased or reduced remuneration.

Temporary Part-time Teachers

The calculator may be used for temporary staff **only** if they are to be employed for the full school session from August 2009. No calculation is required for part time staff employed for less than a full session as the appropriate salary due is calculated at the end of the contract. Similarly, any staff on claim forms are unaffected by these provisions.

Calculator for Session 2009/10

Please note that a pack has been created for the calculator for this session. The pack includes this cover letter, the calculator itself, a guidance/explanatory note and worked examples. If you require assistance to use the calculator please contact the Human Resources Service Centre on 0131 469 5555 or the Teachers' Side Joint Secretary on 0131 477 0866.

Yours sincerely

Mike Rosendale
LNCT Management Joint Secretary

Colin Mackay
LNCT Teachers' Side Joint Secretary

Calculator to equalise public holidays and in-service days for permanent part-time teachers

A	B	C	D	E
Day Worked	Number for Year	Length of Day for Pupil in Minutes	Contracted Minutes for P/T Teacher	
Monday	34	0	0	
Tuesday	38	0	0	
Wednesday	40	0	0	
Thursday	40	0	0	
Friday	38	0	0.0	
Enter 1 in cell E13 if teacher works every second Friday				0
Totals	190	0	0	

Total pupil year in mins	0
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Teacher Paid FTE	#DIV/0!
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Teacher Worked FTE	#DIV/0!
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FTE Public Holidays due to teacher	#DIV/0!
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Plus figure = time due to teacher i.e. toil. Minus
figure = time due to school i.e. extra time to be worked

Contractual FTE in-service days	#DIV/0!
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Notes

1 - A full guidance/explanatory note can be viewed by clicking on the tab below marked "Guidance_Explanatory Note"

2 - Worked examples can be viewed by clicking on the tab below marked "Worked Examples"

**Guidance Note
Calculator to Equalise Public Holidays and In-Service Days for Permanent Part-time Teachers**

Session 2009_10

Calculator to equalise public holidays and in-service days for permanent part-time teachers

A	B	C	D
Day Worked	Number for Year	Length of Day for Pupil in Minutes	Contracted Minutes for P/T Teacher
Monday	<i>The figures in cells B8 to B12 show the total annual number of weekdays available for pupils in the given session (190 days). These figures are inserted for you.</i>	<i>In cells C8 to C12 inclusive you should insert the length of the pupil day in your school, in minutes</i>	<i>In cells D8 to D12 inclusive you should insert the number of minutes the teacher is contracted to work each day, including registration as appropriate. Note 1: Where a teacher has not been given the appropriate amount of non class contact time, you must increase the contracted daily minutes by 11.1% in primary schools and 22.2% in secondary schools to compensate. This means that the figures in this column may be larger than the pupil day recorded in column C. Note 2: You must insert a figure 1 in cell E13 if the teacher works every second Friday. The following calculation will then be done automatically. The calculation takes into account the number of Fridays the teacher actually works in the session x the number of minutes the teacher is contracted to work on a Friday, divided by the total number of Fridays available in the session. This entry is to 1 decimal point.</i>
Tuesday			
Wednesday			
Thursday			
Friday			
Enter 1 in cell E13 if teacher works every second Friday			
Totals	<i>This figure shows the total number of days in the pupil year ie 190.</i>	<i>This figure shows the total number of minutes in the pupil week. Primary schools 1,500 mins Secondary schools 1,650 mins.</i>	<i>This figure shows the total number of minutes the teacher is contracted to work in a week taking into account alternate Friday working as appropriate</i>

Total pupil year in mins	<i>This figure shows the total number of minutes in the pupil year in the given session. Primary schools 57,000 mins Secondary schools 62,700 mins</i>
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Teacher Paid FTE	<i>This figure shows the FTE the teacher is paid for</i>
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Teacher Worked FTE	<i>This figure shows the FTE the teacher actually works</i>
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FTE Public Holidays due to teacher	<i>This plus or minus figure shows proportion of public holidays due to the teacher calculated to one decimal place and is the difference between the Paid FTE and Worked FTE</i>
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Plus figure = time due to teacher i.e. toil. Minus figure = due to school i.e. extra time to be worked by

Contractual FTE in-service days	<i>In-service is an integral element of a teachers contract. The figure in this cell shows the contractual FTE in-service days for the teacher, to one decimal place.</i>
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NOTE: Teachers are required to attend in service days which fall on days on which they normally work. Therefore it will be necessary consult at school level at the start of the session to agree how to achieve the necessary adjustments. For example a teacher who will the school 3.5 FTE days for public holidays and whose contractual in service requirement wil be 2.5 days could attend 2 days in-servi work 4 extra days or attend 3 in-service days and work 3 extra days or attend 5 days in-service and work 1 extra day.

Worked Examples
Calculator to Equalise Public Holidays and In-Service Days for Permanent Part-time Teachers

Secondary school example

This shows an example for a school with a Monday to Thursday day length of 360 minutes and a Friday day length of 210 minutes.

The part-time permanent teacher works all day Wednesday, Thursday and Friday.

A	B	C	D	E
Day Worked	Number for Year	Length of Day for Pupil in Minutes	Contracted Minutes for P/T Teacher	
Monday	34	360	0	
Tuesday	38	360	0	
Wednesday	40	360	360	
Thursday	40	360	360	
Friday	38	210	210.0	Works every Friday
Enter 1 in cell E13 if teacher works every second Friday				0
Totals	190	1650	930	

Total pupil year in mins	62700
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Teacher Paid FTE	0.5636
Teacher Worked FTE	0.5866
FTE Public Holidays due to teacher	4.0

Plus figure = time due to teacher i.e. toil.
 Minus figure = time due to school i.e. extra time to be worked

Contractual FTE in-service days	2.8
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Primary School Example One

This shows an example for a school with a Monday to Thursday day length of 325 minutes and a Friday day length of 200 minutes.

The part-time permanent teacher works all day Monday, Tuesday and every other Friday.

The number of Fridays actually worked is 21 out of the possible 39.

However the total contracted hours is adjusted to reflect that the teacher is paid on the basis that they work half the Fridays, and consequently there appears to be a wrong total in Column D

In fact this has been taken account of in the algorithms of the spreadsheet

A	B	C	D	E
Day Worked	Number for Year	Length of Day for Pupil in Minutes	Contracted Minutes for P/T Teacher	
Monday	34	325	325	
Tuesday	38	325	325	
Wednesday	40	325	0	
Thursday	40	325	0	
Friday	38	200	107.7	
Enter 1 in column E if teacher works every second Friday				1
Totals	190	1500	750	

21/39 Fridays worked
 so 21/39x200=107.7
 Works alternate Fridays
 See note above re column D total

Total pupil year in mins	57000
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Teacher Paid FTE	0.5000
Teacher Worked FTE	0.4823
FTE Public Holidays due to teacher	-3.1

Plus figure = time due to teacher i.e. toil.
 Minus figure = time due to school i.e. extra time to be worked

Contractual FTE in-service days	2.5
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Primary School Example Two

Worked Examples
Calculator to Equalise Public Holidays and In-Service Days for Permanent Part-time Teachers

This shows an example for a school with a Monday to Thursday day length of 325 minutes and a Friday day length of 200 minutes.

The part-time permanent teacher works all day Wednesday, Thursday and Friday.

The teacher has asked to have no non-contact time on these days.

A	B	C	D	E
Day Worked	Number for Year	Length of Day for Pupil in Minutes	Contracted Minutes for P/T Teacher	
Monday	34	325	0	
Tuesday	38	325	0	
Wednesday	40	325	361	
Thursday	40	325	361	
Friday	38	200	222.2	
Enter 1 in column E if teacher works every second Friday				0
Totals	190	1500	944	

D = 325+11.1% to reflect full class contact time

D = 325+11.1% to reflect full class contact time

D = 200+11.1% to reflect full class contact time. Works every Friday.

See note above re column D total

Total pupil year in mins	57000
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Teacher Paid FTE	0.6295
Teacher Worked FTE	0.6548
FTE Public Holidays due to teacher	4.4

Plus figure = time due to teacher i.e. toil.
 Minus figure = time due to school i.e. extra time to be worked

Contractual FTE in-service days	3.1
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