

20 September 2013

JS/13/45

Dear Colleague

### **Weeks Foreshortened by Public Holidays**

The SNCT Joint Secretaries have considered the effect of “short” weeks of less than 5 days which normally arise from the occurrence of public holidays.

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 not our expectation that a foreshortened week will require headteachers and teachers to treat the rest of the week as if the holiday was a normal working week.

Yours sincerely

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