

# Falkirk Council

## Local Negotiating Committee for Teachers

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Dear Colleague

### LNCT 39

#### Guidance On How To Calculate Working Time For Part Time Teachers

#### 1. Background

- a. This guidance sets out how to calculate the time to be worked by, or owed to, part time teachers taking account of their contracted hours and the actual days worked each academic year.
  - Full time teachers – work a contracted 35 hour week over 195 days in each academic year (190 teaching and 5 in service), part time teachers must work a pro-rata of the 35 hour week/ 195 days.
  - Part time teachers – must work the appropriate number of working days in each academic year pro rata in line with their contracted hours.

#### 2. Contracted Work Days

- a. Table A details the pro rata working days that must be worked on an annual basis by a part time teacher based on their contracted hours.

<b>TABLE A</b>										
Hours per week	3.5	7.0	10.5	14.0	17.5	21.0	24.5	28.0	31.5	<b>35.0</b>
FTE	0.1	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9	<b>1.0</b>
Pro Rata Working Days	19.5	39.0	58.5	78.0	97.5	117.0	136.5	156.0	175.5	<b>195.0</b>

#### 3. Analysis of Working Days in Academic Year

- a. Table B details the number of actual working days falling on each day of the week for the **2018/19 academic year**.

<b>TABLE B</b>						
Working Day	Mon	Tue	Wed	Thu	Fri	<b>Total</b>
Full Working Days	36	40	40	40	39	<b>195</b>
Half Working Days	18	20	20	20	19.5	<b>97.5</b>

- *Example 1* – teacher working 14.0 hours per week (0.4 FTE), full Thursday and Friday would work 79 working days (40 + 39)
- *Example 2* – teacher working 10.5 hours per week (0.3 FTE), full day Monday and half day Tuesday would work 56 working days (36 + 20)

- b. Alternate days – for teachers who work alternate days week to week should manually count the actual number of working days. The list of Annual Working Days as set out in **Appendix 1** will be made available annually following agreement on the school term dates at LNCT.
- c. In year changes – teachers who change from full time to part time or change their working pattern during the school year should refer to HR Helpdesk for further advice.

#### 4. Calculation Examples

- a. Table C sets out the calculation for the **2017/18 academic year** examples above.

<b>TABLE C</b>		
	<i>Example 1</i>	<i>Example 2</i>
Hours per week	14.0	10.5
FTE	0.4	0.3
Contracted Work Days	78.0	58.5
Less Actual Number of Working Days	79.0	56.0
<b>(-) Days due back to the teacher</b>	<b>-1.0</b>	<b>+2.5</b>
<b>(+) Days owed by teacher</b>		

- b. Pay Adjustment – no pay adjustment will be made to recover salary for days owed by the teacher or to make payment for days due back to the teacher. These differences will be addressed by local agreement with the individual teacher and their Headteacher.

#### 5. How to Re-dress Any Balance Owed or Due

- a. Days due back to the teacher – where the number of actual working days exceeds the contracted working days, the teacher is due **time off in lieu** to be agreed in advance with the Headteacher.
- b. Days owed by the teacher – where the number of actual work days is LESS than the contracted working days, then the teacher must agree which **extra days they will work** with their Headteacher.

#### 6. Implementation

- a. Part time teachers should apply this calculation annually, prior to 31 May, for inclusion in their working time arrangements for the following academic year.
- b. A record of each annual calculation should be recorded using **Appendix 2** and the completed form retained by the Head Teacher.
- c. School Based Negotiating Committees to oversee all local teachers affected, when agreeing the annual Working Time Arrangements.
- d. The Joint Secretaries may occasionally review these calculations to ensure compliance with this guidance.

**7. Review**

- a. This agreement may be reviewed at the discretion of the Joint Secretaries.

Gary Greenhorn (Management Side)

Colin Finlay (Teachers' Side)

**Joint Secretaries**



**Teachers – Actual Working Days**  
**Session 2018/2019**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	
				17/08/2018	
20/08/2018	21/08/2018	22/08/2018	23/08/2018	24/08/2018	
27/08/2018	28/08/2018	29/08/2018	30/08/2018	31/08/2018	
03/09/2018	04/09/2018	05/09/2018	06/09/2018	07/09/2018	
	11/09/2018	12/09/2018	13/09/2018	14/09/2018	
17/09/2018	18/09/2018	19/09/2018	20/09/2018	21/09/2018	
24/09/2018	25/09/2018	26/09/2018	27/09/2018	28/09/2018	
01/10/2018	02/10/2018	03/10/2018	04/10/2018	05/10/2018	
08/10/2018	09/10/2018	10/10/2018	11/10/2018	12/10/2018	
22/10/2018	23/10/2018	24/10/2018	25/10/2018	26/10/2018	
29/10/2018	30/10/2018	31/10/2018	01/11/2018	02/11/2018	
05/11/2018	06/11/2018	07/11/2018	08/11/2018	09/11/2018	
12/11/2018	13/11/2018	14/11/2018	15/11/2018	16/11/2018	
19/11/2018	20/11/2018	21/11/2018	22/11/2018	23/11/2018	
26/11/2018	27/11/2018	28/11/2018	29/11/2018	30/11/2018	
03/12/2018	04/12/2018	05/12/2018	06/12/2018	07/12/2018	
10/12/2018	11/12/2018	12/12/2018	13/12/2018	14/12/2018	
17/12/2018	18/12/2018	19/12/2018	20/12/2018	21/12/2018	
07/01/2019	08/01/2019	09/01/2019	10/01/2019	11/01/2019	
14/01/2019	15/01/2019	16/01/2019	17/01/2019	18/01/2019	
21/01/2019	22/01/2019	23/01/2019	24/01/2019	25/01/2019	
28/01/2019	29/01/2019	30/01/2019	31/01/2019	01/02/2019	
04/02/2019	05/02/2019	06/02/2019	07/02/2019		
	12/02/2019	13/02/2019	14/02/2019	15/02/2019	
18/02/2019	19/02/2019	20/02/2019	21/02/2019	22/02/2019	
25/02/2019	26/02/2019	27/02/2019	28/02/2019	01/03/2019	
04/03/2019	05/03/2019	06/03/2019	07/03/2019	08/03/2019	
11/03/2019	12/03/2019	13/03/2019	14/03/2019	15/03/2019	
18/03/2019	19/03/2019	20/03/2019	21/03/2019	22/03/2019	
25/03/2019	26/03/2019	27/03/2019	28/03/2019	29/03/2019	
15/04/2019	16/04/2019	17/04/2019	18/04/2019		
	23/04/2019	24/04/2019	25/04/2019	26/04/2019	
29/04/2019	30/04/2019	01/05/2019	02/05/2019	03/05/2019	
	07/05/2019	08/05/2019	09/05/2019	10/05/2019	
13/05/2019	14/05/2019	15/05/2019	16/05/2019	17/05/2019	
20/05/2019	21/05/2019	22/05/2019	23/05/2019	24/05/2019	
27/05/2019	28/05/2019	29/05/2019	30/05/2019	31/05/2019	
03/06/2019	04/06/2019	05/06/2019	06/06/2019	07/06/2019	
10/06/2019	11/06/2019	12/06/2019	13/06/2019	14/06/2019	
17/06/2019	18/06/2019	19/06/2019	20/06/2019	21/06/2019	
24/06/2019	25/06/2019	26/06/2019	27/06/2019	28/06/2019	
<b>Total</b>	<b>36</b>	<b>40</b>	<b>40</b>	<b>39</b>	<b>195</b>



**FALKIRK COUNCIL: CHILDREN'S SERVICES  
PART TIME TEACHERS  
CALCULATION OF WORKING TIME**

SESSION: .....

**1. Teacher Details**

Full Name		Employee Number	
Contracted Hours/ Week		Working Days	
School			

**2. Calculation**

FTE / Contracted Hours	
Contracted Work Days	
Less Actual Number of Working Days	
<b>(-) Days due back to the teacher</b>	
<b>(+) Days owed by teacher</b>	

**3. Agreed Working Time Arrangements**

<b>(-) Days due back to the teacher</b>	
<b>(+) Days owed by teacher</b>	
<b>Record of how the time due back to the teacher is to be taken or how the days owed by the teacher are to be worked:-</b>	

**4. Agreement on How to Redress Balance**

Teacher	Signed	Date
Headteacher	Signed	Date

**COMPLETED FORM TO BE RETAINED BY HEADTEACHER**