



# King's Group Academies

## Annual Leave for Colleagues on Support Role Contracts Policy

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### 1. Introduction

**1.1** This policy outlines the entitlements and methods for calculating and applying annual leave (also referred to as 'holiday') for colleagues working in support function roles, including executive staff in the central team. King's Group Academies (KGA) enhances statutory minimum entitlements to annual leave, and this policy outlines contractual entitlements.

**1.2** The annual leave year begins on 1st September and ends on 31st August. Colleagues employed under earlier versions of this policy may have different leave years managed locally at their academy. Where possible, these will be reviewed and adjusted to align with the 1st September start date.

**1.3** Colleagues with contractual entitlements protected under TUPE will retain these entitlements unless explicitly agreed otherwise.

**1.4** References to TTO (Term Time Only) contracts in this policy apply to colleagues working fewer than 52 weeks per year (e.g., during term time with a few additional weeks). Conversely, colleagues working all 52 weeks are considered to have all year-round contracts.

### 2. Entitlements

#### 2.1 Colleagues on All KGA Support Bands

- Under 5 years' service:
  - Full-time equivalent entitlement: 34 days (26 days + 8 public holidays)
- 5 years' or more service:
  - Full-time equivalent entitlement: 38 days (30 days + 8 public holidays)

#### 2.2 Colleagues on Leadership Pay Bands (but non-teaching contracts):

- Full-time equivalent entitlement: 38 days (30 days + 8 public holidays)

### 3. Calculating Pro Rata Entitlement for Part time Employees

3.1 For colleagues working fewer than 37 contractual hours per week, annual leave entitlement is calculated pro rata in hours:

Formula:

- Actual contractual hours per week  $\div$  5 = Average hours per day
- Full-time annual leave entitlement (in days)  $\times$  Average hours per day = Pro rata entitlement (in hours)

3.2 TTO contracts:  
Holiday pay is calculated and incorporated into their salary, deemed as taken during school closure dates.

3.3 All year-round contracts:  
Colleagues can book pro rata annual leave, subject to school approval. When booking a day off, the hours deducted must match the hours they were due to work that day.

#### Example:

A colleague works 20 hours per week in a support role with 2 years of service:

- 20 hours  $\div$  5 = 4 hours/day
- 34 days  $\times$  4 hours = 136 hours/year  
When they take a day off, the hours they were scheduled to work that day are deducted from their 136-hour allowance.

### 4. Carrying Over Annual Leave

#### 4.1 TTO Contract

No carry-over applies, as holiday is deemed taken during school closures.

#### 4.2 All Year-Round Contracts

- Up to 5 days of untaken annual leave can be carried over at the discretion of the Headteacher/Principal/CEO.
- Carried-over leave must be used within the first 3 months of the new leave year.

### 5. Calculating Annual Leave Entitlements for Part-Year Work

5.1 Entitlements for starters and leavers are calculated based on the number of completed weeks worked:

Formula:

Full year entitlement  $\div$  52  $\times$  Weeks worked = Part-year entitlement

5.2 Outstanding leave for leavers is calculated and paid (or deducted) with the final salary payment.

## 6. Term time only contracts

**6.1** Colleagues employed to work on TTO contracts are given a set number of weeks where they are required to be at work each year (the dates for these are set out each academic year). These colleagues take their annual leave entitlement during weeks they are not required to work in school. KGA does not stipulate which dates are deemed as the annual leave dates, only that they fall outside of the dates the colleagues are required in school. Annual leave will therefore not be granted during the weeks they are required in school.

**6.2** Annual leave entitlements for TTO colleagues are calculated using the formulas below and then added to the number of weeks they are required to work in school. The resulting total is the contractual number of weeks upon which their salary is based.

Under 5 years' service (Support)			Service 5 years and over (Support) & Leadership not on teaching contract		
<b>26 days + 8 days = 34 days (6.8 weeks) holiday</b> <i>Pro-rata calculation:</i> <i>Weeks required to work ÷ 45.34 × 6.8 = Pro-rata holiday entitlement</i>			<b>30 days + 8 days = 38 days (7.6 weeks) holiday</b> <i>Pro-rata calculation:</i> <i>Weeks required to work ÷ 44.54 × 7.6 = Pro-rata holiday entitlement</i>		
Total Weeks Required to Work in School	Annual Leave Entitlement (Weeks)	Total Weeks Paid	Total Weeks Required to Work in School	Annual Leave Entitlement (Weeks)	Total Weeks Paid
37 weeks	5.8 *	42.8	37 weeks	6.3	43.3
38 weeks	5.8 *	43.8	38 weeks	6.5	44.5
39 weeks	5.9	44.9	39 weeks	6.7	45.7
40 weeks	6.0	46.0	40 weeks	6.8	46.8
41 weeks	6.2	47.2	41 weeks	7.0	48.0
42 weeks	6.3	48.3	42 weeks	7.2	49.2
43 weeks	6.5	49.5	43 weeks	7.4	50.4
44 weeks	6.6	50.6	44 weeks	7.5	51.5

*\*Due to changes in employment law interpretation, these two entitlements were uplifted to a minimum threshold and are therefore higher than the formula calculation.*

## 7. Colleagues with More than One Position/Job in KGA

Annual leave entitlements should be calculated and tracked in respect of each job held.

## **8. Additional and Variable Hours of Work**

**8.1** Colleagues who work unspecified or additional hours each week are entitled to annual leave using the appropriate formula in this policy.

**8.2** For those on fixed and casual assignments, their holiday pay will be calculated and paid as holiday uplift at the rate of 12.07%. This is calculated as follows:  
*(Number of hours claimed × hourly rate) + 12.07% = Total pay*

## **9. Public Holidays**

**9.1** Where additional public holidays (beyond the 8 already incorporated into holiday entitlements) are announced by the government:

- Employees who work year-round will be granted additional paid time off (whether on the actual day of the public holiday or an alternative day as appropriate).
- TTO employees will receive either additional paid time off during term time or additional holiday pay.

**9.2** In all cases, the time off or pay will be at the appropriate pro-rata rate (calculated using FTE for all year-round colleagues and paid as an additional 0.2 on standard TTO holiday entitlements, see examples below).

- Any time off taken by all year-round colleagues during normal term time for public holidays will count against their overall annual entitlement.

## Examples:

### All Year-Round Colleague

A colleague works 20 hours a week in a support role and has been employed for two years on an all year-round contract. Their holiday entitlement is calculated as follows:

- $20 \text{ hours} \div 5 = 4 \text{ hours}$ , which is equivalent to one day of holiday entitlement.
- The overall holiday allowance (in hours) for the year is increased by 4 hours.

If a colleague is scheduled to work on a public holiday, and they are not required to work, this will be taken off their total annual leave allowance. Alternatively, if they are scheduled to work, and required to do so on the public holiday, they will receive the corresponding hours as additional total annual leave allowance.

Should the public holiday fall on the employee's non-working day, they will receive additional hours as part of their total annual leave corresponding to the number of hours they would usually be required to work.

### TTO Colleague

A colleague works 20 hours a week across 39 weeks a year in a support role and has been employed for two years. Their holiday entitlement is calculated as follows:

- Their standard contractual holiday entitlement is 5.9 weeks (refer to the TTO chart).
- This entitlement is added to their 39 weeks of work, resulting in a salary paid for 44.9 weeks a year (pro-rata for 20 hours).

For the year in which an additional public holiday is announced, the following options can be agreed upon with their line manager:

- **Option A:** If the colleague is required to work the public holiday or does not normally work that day, they receive additional pay equivalent to their standard day rate (calculated as 0.2 FTE of a week). This effectively grants them an additional paid day, taken during school closure time.
- **Option B:** If the colleague is due to work the public holiday but is not required to work, they receive the day off while retaining the same annual salary. This grants them an additional paid holiday.

## 10. Management of policy

The King's Group Academies Board of Trustees has overall responsibility for the maintenance and operation of this policy. They will maintain a record of concerns raised and the outcomes. King's Group Academies policies will be reviewed regularly and will include an evaluation for impact on workload and working hours.