

EQUATED PAY GUIDANCE

Last 3 year Review	May 2016
Next 3 Year Review	May 2019
Last Updated	May 2016

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PART YEAR STAFF (EQUATED PAY) GUIDANCE

Equated pay staff have working and non-working periods, they may be employed to work in Service/Director Areas but are mostly employed to work in or with schools.

They are employed to work for a number of weeks in the year (often within school opening periods), and these working weeks are increased by their leave entitlement to result in a number of paid weeks.

The member of staff would not take leave during their working weeks as their leave is taken during the weeks that they are not contracted to work (this may be school closure periods).

Where there is a change in leave entitlement this will not affect the days that they work, but will change their paid weeks which will subsequently affect the monthly pay they receive.

Equated pay is paid in 12 equal monthly instalments.

Paid weeks are calculated as follows:

Working weeks x 5 days = total days

e.g. 38 weeks x 5 days = 190 days

Total days / days worked for full year staff x 52 weeks = Paid weeks

The days worked for full year staff is 365 days minus weekends (104 days), 8 bank holidays and full time leave entitlement.

Example based on 24 days leave:

$\frac{190 \text{ days}}{229 \text{ days}} \times 52 = 43.14 \text{ paid weeks}$

Salary can be calculated as follows:

$$\text{Full time salary (£)} \times \frac{\text{Paid weeks}}{52} = \text{Equated salary}$$

Examples based on Grade 3 point 9 salary of £16970 (as at 1 January 2015)

$$£16970 \times \frac{43.14}{52} = £14078.57$$

The part time hours calculation is:

$$\text{Full time salary} \times \frac{\text{Part time hours}}{\text{Full time hours}} \times \frac{\text{Paid weeks}}{52} = \text{Equated part time salary}$$

Example based on 15 hours:

$$£16970 \times \frac{15 \text{ hours}}{37 \text{ hours}} \times \frac{43.14}{52} = £5707.53$$