



Reference: FOI-634

Request:

I would be grateful if you could provide information regarding the following:

1. Type of contract under which school-based staff are employed – i.e. 52-week contract, term-time or retainer fee?
2. If 52-week how are holidays calculated and paid to staff?
3. If term-time how are holidays calculated and paid to staff?
4. If retainer fee how are holidays calculated and paid to staff, particularly for summer closure?
5. If staff are on 52-week contracts - are they paid for 52 weeks, or 10 months 'annualised' /spread over the 12 months?
6. If paid for 52 weeks, how are they employed during periods of school closure?

Response:

1. Where staff are based in schools they will be employed on various working patterns/arrangements to suit the needs of the service and/or school. Some of those staff could be employed directly by the Authority and some could be employed directly by the school themselves. Which arrangements are in operation will depend upon the needs of the service and/or school and the role undertaken and could therefore be a combination of all year or part year, of which either could operate at a full or part-time working hours arrangement.
2. Annual Leave is calculated in accordance with underlying terms and conditions of employment and is applied consistently to all staff in line with local and/or national agreements and individual working patterns and arrangements. Staff are paid monthly in arrears on a salaried basis.
3. Annual Leave is calculated in accordance with underlying terms and conditions of employment and is paid in equal instalments across a 12 month period.
4. Not applicable.
5. All staff are salaried and therefore paid over a 12 month period.
6. This will depend on the role that each individual undertakes and the requirements of the role.