

Managers' Guidance: Term-Time and Seasonal Working

1. Introduction

This guidance is in line with the University's [terms and conditions of employment](#), and aims to assist in the management of staff working term-time or seasonal patterns. Calculating the FTE of these staff can be difficult. The [FTE Calculator for Term Time or Seasonal Working Patterns](#) will assist you in calculating the FTE for staff across one full calendar year.

2. Definitions

a) Term-time only

Term-time only staff work fewer than 52 weeks per year and their work pattern is directly linked University or School term times.

b) Other seasonal arrangements

Staff who are contracted to work less than 52 weeks per year, but this is not linked to terms times. This may include arrangements where staff work different hours per week in University term times and vacation periods.

3. Pay

For all main staff, pay is determined by total annual salary based on FTE (which takes into account both hours per week and weeks per year worked) and is delivered monthly in 12 equal instalments.

a) Staff employed over one full year or more

Term-time only and seasonal staff employed over one full year or more will be paid their salary as a pro rata amount spread over 12 months. For example, an open-ended member of staff is contracted to work full time between 1st September and 30th June, meaning they work for 39 weeks out of 52. This is the equivalent of 75% time (or 0.75 FTE). They therefore receive 75% of the full time pay rate for their role, and this is divided up into 12 salary payments per year.

b) Staff employed for less than one year

Staff employed for less than one year receive the relevant pay during the time they are employed. For example, a fixed-term non-clinical role for 35 hours per week starting 1st September and ending 30th June would be considered full time or 1 FTE. They would be paid the full-time rate in the months they are employed.

4. Annual Leave

a) Term-time only staff

Term-time only staff are not eligible to take paid leave during their working weeks. Instead, they are deemed to be taking their annual leave during the vacation periods and receive a lump sum for holiday pay at the appropriate points. The amount of pay they receive is calculated by payroll using the standard calculation for part-time annual leave entitlements.

b) Other seasonal arrangements

Staff are expected to take their annual leave in the normal way. i.e. they are entitled to request annual leave from their manager at any point in the year. Their entitlement should be calculated by the relevant local contact in line with the calculation used for other part-time staff.

5. Communicating with the Employee Services Hub

When you start a member of staff on a term-time or seasonal working pattern (or if you amend someone's working pattern accordingly) you will need to complete a [staffing request form](#), a [flexible working request form](#) or a [change in hours request form](#) in [MyERP](#) as appropriate. As well as the information specifically required in the form, you must also clearly state the following information in all cases of term-time or seasonal working:

- Employee's work schedule, including total hours per week.
- Expected working weeks (e.g. will only work from 1st September to 30th June each year).
- Whether the employment is for less than or more than one year.
- The contract funding end date (if relevant) or fixed term end date and reason.

If you need assistance in determining any of these points, or in managing these staff in general please get in touch with your [HR contact](#).