

# Sessional Working – candidate information



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## 1. Sessional working overview

**Firstly, thank you for taking the time to apply.**

Sessional staff are employed for 190, 195 or 200 days per year (38, 39 or 40 weeks) pro-rata for part time staff. If you are successful in securing a role your statement of employment particulars will confirm your contractual requirements.

The school session dates may not accommodate an equal number of weekdays. To ensure that you work no more or less than the number of hours you're paid for it may be necessary for you to either be given time off or to make up time which may include attendance on days that you're not timetabled to work.

A sessional worker's continuity of service remains unbroken during the school holidays.

## 2. Working out any adjustments

Any adjustments required will be determined by your line manager at the beginning of each school session and discussed with you. The calculation of the amount of time off or additional time to be worked is based on a formula agreed between the Department and the Trade Unions.

All Business Managers and Head Teachers have an excel spreadsheet that calculates which sessional staff need to make up time or are due time off, to ensure they work their contractual commitment over the school session.

The spreadsheet is normally issued at the beginning of the school session in August.

### 3. Salary and annual leave

Sessional staff are paid for the total number of weeks they work e.g. 38, 39 or 40 weeks, plus the number of weeks annual leave they are entitled to, which depends on their length of service.

Sessional salaries are paid on an annualised basis with effect from your start date in the sessional post.

For example every month you'll be paid 1/12th of your annual pay. Annual pay comprises your total contracted hours over the year together with payment in respect of your service related annual leave and public holiday entitlement.

The first salary you receive will reflect the number of days you worked in your first month of employment. Thereafter you should receive the same salary each month, irrespective of how many actual working days fall within the month. The only exception to this would be if you have unpaid leave or you change the number of hours you work.

### 4. Annual leave

As a sessional worker you're not permitted to take leave when the pupils attend school or during any other period you're contracted to work. Other forms of leave such as Special Leave and Family Care Leave may be authorised in relevant circumstances.

On termination of your employment, your annual leave entitlement will be calculated with reference to the number of complete months in the current leave year since the anniversary of your start date. This could result in a deduction being made to your final pay, you receive an additional credit payment or you having to pay back a sum of money. This is known as a final sessional calculation.

### 5. Sessional salary adjustment example

A post in school is advertised with the following details:

Full Time Salary : £16,775 per annum

Hours: 27.5 hrs per week

Sessional Weeks Worked: 39 weeks

After the sessional weeks worked are deducted from the total annual weeks worked (52.18) and the part time hours being pro-rated, this will mean the actual take home salary will be reduced to £11,149 per annum.

See picture below for how this is worked out.

Sessional Staff are paid for the total number of weeks they work (e.g. 39, 40) plus the number of weeks' leave they are entitled to, which depends on length of service:

	Annual Leave Entitlement	Public Holiday Entitlement	Total Leave Entitlement (Days)	Total Leave Entitlement (Weeks)
Less than Five Years' Service	22	10	32	6.4
Five to Nine Years' Service	27	10	37	7.4
Ten or More Years' Service	30	10	40	8

Adding this to the weeks actually worked gives a total 'paid entitlement' (in weeks) as follows

	38 Weeks Sessional	39 Weeks Sessional	40 Weeks Sessional	Whole Year
Less than Five Years' Service	44.4	45.4	46.4	52.18
Five to Nine Years' Service	45.4	46.4	47.4	52.18
Ten or More Years' Service	46	47	48	52.18

To work out the pro rata salary - multiply the original salary by a factor of the above 'paid entitlement', divided by 52.18 (number of weeks in a full year). For employees who work part-time, please also enter the number of hours per week, as actual salary will also be pro-rated by this (full-time = 36 h per week).

<b>Total Salary Result</b>	(pa)	<b>£11,149.22</b>
	(pcm)	<b>£929.10</b>

Select Weeks worked per year	<b>39 weeks sessional</b>
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Select Total Leave Entitlement	<b>6.4 (less than five years' service)</b>
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Total Weeks and Leave Entitlement	<b>45.4</b>
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Select Salary	<b>£16,775</b>	<input type="button" value="v"/>
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Enter working hours per week	<b>27.50</b>
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SCPs and Living wage Updated as at 14/19

## 6. Good luck

Finally, the very best of luck with your application.