**Working Weeks table for Term Time Support Staff - 1 April 2023**

Please use the working years shown below with effect from 1 April 2023.

Schools remain responsible for ensuring amendments are actioned via ERP for 5-year service working week increases.

The working weeks below are based on the NJC Green Book term time calculation.

All employees working weeks are based on working term time only (190 days/38 weeks) as a minimum. For any additional days/weeks worked outside of term time (in school holidays) these are then added to the 190 days. Once the employees annual leave entitlement is added, the NJC term time calculation can then be completed which provides the working years set out below.

An employee’s salary is then pro-rated based on the working year and contractual hours. Salary is then paid equally over a 12-month period.

If an employee works a different number of weeks than those shown below, please contact your HR Officer who will be able to confirm the appropriate working year.



\*Maximum number of weeks reached as 222 is the maximum number of days FTE employee can work in school year