

National Joint Council for local government services

Employers' Secretary:
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**To: Chief Executives in England, Wales and N Ireland
(copies to Director of Children's Services, Finance Director and HR Director)
Members of the National Joint Council**

18 February 2019

Dear Chief Executive,

Term-Time Only Employees: new Part 4 guidance

As part of the 2016-18 pay deal, the NJC agreed to conduct a joint review of term-time working to consider "*an NJC approach to deliver fair, consistent and transparent contracts for school support staff and term-time only staff not employed in schools*". To support the review, the NJC Joint Secretaries are being advised by employer practitioners from local authorities and a multi-Academy Trust and local trade union representatives.

This initial section of guidance has been agreed and covers the following issues:

- Guiding principles on calculation of pay and annual leave (including advisory model calculation)
- Designation of annual leave
- Calculation of redundancy pay
- Termination of employment or contractual change part way through leave year
- Payment for overtime and additional working hours
- School closure periods (including public holidays, special leave, public duties)
- Training and career development
- Participation in trade union activities and duties

The attached guidance will be incorporated as Part 4.12 into the next updated version of the National Agreement ('Green Book'). It is intended in due course to issue further Part 4 guidance relating to sickness and maternity, maternity support, adoption, parental and shared parental leave and pay for term-time only employees.

It is recommended that employers review their term-time only working policies and pay and leave calculations to ensure that they are consistent with the principles outlined in this guidance, and consult with recognised trade unions about any proposed changes.

Yours sincerely,

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