

Term Time Only (TTO) FAQs



What is Term Time Only?

TTO is a type of flexible working that allows staff to work during term time and be off work when their children are at home during the school holidays (normally 13 weeks).

Term time working is usually worked on the basis of 38 weeks in work and 13 weeks not in work (though this can vary depending on the school and whether or not inset days are included). The 13 weeks are calculated as follows:

Easter – 2 weeks
Summer – 6 weeks
Christmas – 2 weeks
Half terms – 3 weeks (May, October and February).

There is scope for the employee to work some of these holidays (e.g. part of the summer holiday) if agreed with the line manager in advance. It is the responsibility of the individual to ensure they inform their line manager of the school holiday dates for the next academic year by 1st July each year.

Will I get paid during the school holidays?

Yes, your pay will be averaged over the 12 months to allow you 12 equal payments.

Why is my pay less than the hours I work?

To allow you to have the school holidays off (which is more than your annual leave entitlement) your pay is calculated on the number of hours you work during the term time.

As you will not have enough annual leave to cover all 13 weeks of the school holidays, only a proportion of each week will be annual leave and the rest will be unpaid. This is then averaged over 12 months allowing you to receive 12 equal payments throughout the year.

You can use the [TTO calculator](#) to work out you how many hours you will be paid for.

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Should I use ESR to manage my annual leave?

TTO staff are not able to use ESR to manage annual leave. Your annual leave entitlement has already been calculated to allow you to take the school holidays off work and you are therefore not entitled to any additional annual leave.

Do I get inset days off?

You can choose if you would like to have inset days off and this should be considered when working out your pay. You can use the first tab of the TTO calculator to find out how this will impact your monthly pay.

Do I get bank holidays off?

You are entitled to the bank holidays off and these have been included in your calculation. If you have to work a bank holiday, you will be given these hours to use at another time (please note these will be based on the hours paid as per your payslip rather than those you work).

Can I take any additional time off during term time?

We appreciate that parents may need the odd day off during term time (i.e. to attend sports days or school plays). Therefore, there is an option of 'floating days' which are extra annual leave days that can be taken during term time. These need to be approved by your line manager at the beginning of the year and included in your pay calculation.

Can I purchase extra Annual Leave via the Annual Leave Purchase Scheme?

Yes, but the usual rules will apply.

How many floating days can I take?

You can take a maximum of 5 floating days a year. These should be considered when working out your pay. You can use the first tab of the TTO calculator to find out how this will impact your monthly pay.



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I was sick during the school holidays. Can I have the time back?

Yes, as long as normal managing attendance procedures are followed and a fit note is provided, you would be entitled to an element of your leave back (your manager will be able to tell you how much).

Can I work on the Bank during the school holidays?

Yes, as long as you take your annual leave entitlement as set out in the Working Time Regulations. Staff on a TTO contract should not work more than 50% of their normal working hours on the Bank during the school holidays.

I have handed my notice in to leave the organisation. How do I work out my annual leave?

You can use the 'part way through the year' tab on our [TTO calculator](#) to work out your annual leave.

How long can I stay on a TTO contract?

As TTO contracts are designed to assist employees with school-age children, the appropriateness of this will be reviewed annually. It is expected that, once term time working is no longer required, employees will agree to a revised working arrangement with the organisation.

Will my term time pay/hours be automatically recalculated when I reach 5-10 years annual leave entitlement?

No, it is your responsibility to make sure your manager is aware. Your manager will need to inform the Payroll department of your new entitlement via a PIF Form.



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