



## COMHAIRLE NAN EILEAN SIAR

Department of Education

### SNCT/26: INFORMATION NOTE

#### A. RATES OF PAY

Holiday entitlement (i.e. annual leave days and local holidays) is no longer to be incorporated in the daily rate for temporary teachers. Holiday entitlement will be paid separately.

The daily rate for all teachers is calculated on the basis of 1/261 of the annual rate of salary. This rate includes the school year, together with holidays.

The hourly rate of pay is therefore 1/1827 of the annual rate of salary.

#### B. HOLIDAY ENTITLEMENT

##### Short-term supply

Accrued holiday pay entitlement will be calculated at the end of each term, and payment will be made in the following month. These payments will be made:

- mid November
- mid February
- mid April
- mid July.

Accrued holiday pay will be calculated on the basis on 0.338 of a day for each day worked, and pro rata for each part day worked.

##### Long-term supply

Temporary teachers are sometimes required to work on a longer-term basis, for example to cover maternity leave, long-term sickness and vacant posts. Teachers will be issued with fixed-term contracts, in cases where the duration of the absence is known.

Accrued holiday pay will be incorporated in the monthly salary for teachers on fixed-term contracts..

Any accrued holiday pay outstanding at the end of the period of long-term supply will be paid with the final salary.

#### C. USE OF THE HOURLY RATE

Teachers employed for part of a day will be paid for all the hours they are required to work during the day, including any time allocated pro rata for preparation and correction, in accordance with the provisions of the agreement "A Teaching Profession for the 21<sup>st</sup> Century.

Head Teachers should note that SNCT/26 supersedes SNCT/5. Under SNCT/5 the LA5 form included only class contact time, and an additional percentage was added by the Education Department staff before passing the forms to the Finance Department.

Head Teachers are now required to indicate on the LA5 forms the total hours worked, including any time allocated for preparation and correction. There will be instances where the only hours worked by short-term supply teachers are the hours required during the school day. In such cases, only these hours should be included on the LA5.

Head Teachers are required to ensure that teachers fulfil contractual obligations for which hours are being claimed, beyond the hours accounted for during the school day.

Teachers who are employed for less than a complete day will not be employed for more than one discrete period in that day, e.g. a morning, an afternoon, or a period spanning part of a morning and afternoon.