

## Term Time Formula Calculator - Adverts

Salary grade

4

Contracted hours per week

25.00

Number of years'  
service

0.0

Set as '0' so  
information  
will be  
based on  
the basic  
leave  
entitlement

### Calculating the term-time factor

#### A. Term time numerator

Contracted days per year

195

FTE Salary

£21,575.00

#### B. Term-time divisor

Calendar days per year

365

MINUS weekends per year

104.29

MINUS public holidays per year  
(average)

8

MINUS employee's contractual  
leave entitlement

25

TERM TIME  
FACTOR

=

A. 195

B. 227.71

Possible working days per year

227.71

### (1) Term time formula calculation (full year: 1 September - 31 August)

Working hours

Term-time factor

Contracted hours per week

25.00

x

195

=

Full time hours per week

37.00

227.71

0.5786

Full Time  
Equivalent  
(FTE)\*

\*This figure is applied to the full time annual salary  
to calculate the employee's pro rata salary.

**(2) Term-time factor calculation (part year starters)**

**Start date in post** 01/10/22

Working hours		Term-time factor until 31 August	
Contracted hours per week	25.00	x	170.00
Full time hours per week	37.00		208.99
		working days remaining	= 0.5496
		possible working days	FTE*

**Start date in post** 01/11/22

Working hours		Term-time factor until 31 August	
Contracted hours per week	25.00	x	154.00
Full time hours per week	37.00		189.65
		working days remaining	= 0.5487
		possible working days	FTE*

**Start date in post** 01/12/22

Working hours		Term-time factor until 31 August	
Contracted hours per week	25.00	x	132.00
Full time hours per week	37.00		170.94
		working days remaining	= 0.5218
		possible working days	FTE*

**Start date in post** 01/01/23

Working hours		Term-time factor until 31 August	
Contracted hours per week	25.00	x	121.00
Full time hours per week	37.00		151.60
		working days remaining	= 0.5393
		possible working days	FTE*

**Start date in post** 01/02/23

Working hours		Term-time factor until 31 August	
Contracted hours per week	25.00	x	101.00
Full time hours per week	37.00		132.26
		working days remaining	= 0.5160
		possible working days	FTE*

**Start date in post** 01/03/23

Working hours		Term-time factor until 31 August	
Contracted hours per week	25.00	x	86.00
Full time hours per week	37.00		114.79
		working days remaining	= 0.5062
		possible working days	FTE*

**Start date in post** 01/04/23

Working hours		Term-time factor until 31 August	
Contracted hours per week	25.00	x	63.00
Full time hours per week	37.00		95.45
		working days remaining	= 0.4460
		possible working days	FTE*

**Start date in post** 01/05/23

Working hours		Term-time factor until 31 August	
Contracted hours per week	25.00	x	54.00
Full time hours per week	37.00		76.74
		working days remaining	= 0.4755
		possible working days	FTE*

**Start date in post** 01/06/23

Working hours		Term-time factor until 31 August	
Contracted hours per week	25.00	x	35.00
Full time hours per week	37.00		57.40
		working days remaining	= 0.4120
		possible working days	FTE*

**Start date in post** 01/07/23

Working hours		Term-time factor until 31 August	
Contracted hours per week	25.00	x	15.00
Full time hours per week	37.00		38.68
		working days remaining	= 0.2620
		possible working days	FTE*



