

Additional Guidance on Part-Year Arrangements

1. Introduction

This guidance provides further details on the arrangements for part-year working.

Jobs may be advertised as part-year (subject to the usual vacancy release process) where appropriate, or an individual may request a change to part-year working as a form of Agile Working. In both instances, the line manager and others, as required by delegated authority levels in each unit, will take into account business and customer needs when deciding whether part-year working is appropriate and feasible.

Where a unit wishes to advertise a vacancy or change an individual's contract to part-year, it is recommended that the arrangements are discussed in advance with the People Hub.

2. Types of part-year working

Two different types of part-year working arrangements have been specified under the University's Agile Working Options: Term-Time and 11/12^{ths}.

Staff working Term-Time arrangements, work a specified number of weeks a year (normally the minimum is 30 weeks a year) which often, though not necessarily, coincide with school term-times. The time worked may be on full-time or part-time hours.

Staff working 11/12th arrangements, work for 11 out of 12 months a year, though a variation of 10/12^{ths} or a smaller fraction is also possible. The time worked may be on full-time or part-time hours.

There is no real difference between the options, as in both cases, the number of weeks worked is used to calculate entitlements.

3. Calculating pay, leave and other entitlements

Pay is calculated on a pro-rata basis to take account of the number of weeks worked and the number of hours worked per week, where part-time. The resulting annual salary is paid in 12 equal monthly instalments.

Staff working part-year are entitled to a proportionate amount of annual leave and a proportionate amount of Bank Holiday and closure day leave, based on the number of weeks and hours worked.

Entitlement to sick pay is proportionate to the weeks and hours worked.

Example

Aaron is on an Academic-Related contract, grade 7, spinal point 32 (£35,845 per annum effective at 1 August 2019 for full-time equivalent).

He works an 11/12th agile working arrangement, which is equivalent to 48 weeks per year. During his working weeks, he works part-time, 30 hours per week.

His monthly gross pay is calculated as follows:

$\text{£}35,845 / 52 \text{ weeks} \times 48 \text{ weeks} / 37 \text{ hours} \times 30 \text{ hours} / 12 \text{ months} = \text{£}2,235.65.$

His annual holiday entitlement is calculated as follows:

$33 \text{ days} + 8 \text{ BH days} + 3 \text{ Closure days} / 52 \text{ weeks} \times 48 \text{ weeks} / 37 \text{ hours} \times 30 \text{ hours} = 32.93 \text{ days} \times 7.5 \text{ hours} = 246.98 \text{ hours}$

4. Setting up the changes

If a part-year arrangement has been agreed for an existing member of staff, an agile working request should be completed in the system, so the appropriate work pattern can be calculated and set up on system. The weeks to be worked should be clearly specified on the request.

5. Useful references

Agile Working Policy
Agile Working Guidance