

Teachers Holiday Pay Calculation

In line with SNCT terms and conditions, West Lothian Council requires to undertake a holiday pay calculation for a teacher (including promoted posts) which will ensure that a teacher is paid the same in each local authority irrespective of the start and end date of the session.

A holiday calculation is required in the following circumstances:

- When an employee joins the council for the first time.
- When an employee leaves the council.
- When an employee moves to a post with a different annual rate of salary.
- When an employee moves from part time to full time or vice versa.
- When an employee increases or decreases their part time rate of hours.
- When an employee commences or returns from a career break.

Where teacher's pay is below 70% or there is a negative pay, the payroll team will seek to agree a repayment plan which could involve immediate deduction or a repayment plan. Each case will be considered on its own merits.

There are examples to help you understand the potential impact on your pay:

1. New Starter/ Return from a career break
2. Leaver
3. Promotion

Primary Sector

- Teacher to Principal Teacher
- Principal Teacher to Deputy Head Teacher
- Deputy Head Teacher to Head Teacher

Secondary Sector

- Teacher to Principal Teacher Curriculum
- Principal Teacher Curriculum to Deputy Head Teacher
- Deputy Head Teacher to Head Teacher