



## **Guidance on annualised hours for part-time hourly paid teaching staff**

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### **1. Introduction**

The University has recently agreed with UCU new employment procedures for part-time hourly paid teaching staff. Included in the agreement is the proposal that where appropriate, staff may be appointed on 'annualised hour' employment contracts. The purpose of these guidelines is to provide Schools/Services with detailed arrangements for staff employed on annualised hour employment contracts.

### **2. Definition**

The principle of annualised hours is that, instead of defining working time in terms of a standard working week, the number of hours is averaged over the year. In its simplest form, the calculation of annual working hours is based on the number of weeks in a year multiplied by the number of hours in a working week, including annual holidays, statutory holiday and additional days when the University is closed by custom.

### **3. Flexibility**

Annualised hours will be worked flexibly and according to the needs of the School/Service.

### **4. Annual hours**

- 4.1. At the start of each academic session the Head of School/Service (or nominee) will agree with the individual the total number of hours to be worked during the following teaching session or the fixed-term contract. The annual hours agreed will include annual leave, statutory holidays and additional days when the University is closed by custom accrued during the period. The agreed hours will be based on the teaching requirements of the School/Service.

- 4.2. If an individual commences part way through a session, the calculation of annual contracted hours will be based on the number of weeks from the date of commencement to the end of the teaching session or the expiry of the fixed-term contract.
- 4.3. Once the total number of hours contracted to work has been agreed, the Head of School/Service (or nominee) should complete the appropriate form and return to Human Resources who will arrange for salary payment to be based on the agreed hours.

## **5. Payment**

Salary payments will be made in monthly equal instalments averaged over 12 months for permanent staff, or the duration of the employment period for staff on fixed-term contracts. Therefore, individuals will receive the same amount each month, regardless of the number of hours they have actually worked.

## **6. Sickness**

- 6.1. If an employee is sick for the whole of the normal working week, they should be credited with their normal contracted hours.
- 6.2. All other aspects of the sickness absence arrangements will be in accordance with the policy on sickness absence for academic and academic related (professional and managerial) staff. A copy can be viewed at <http://hr.leeds.ac.uk/policies>

## **7. Monitoring of hours**

- 7.1. Heads of School/Service (or nominee) should monitor the hours actually worked on a regular basis to ensure that at the end of the teaching session or the expiry of a fixed-term contract, an individual has not worked over or under the agreed contracted hours. If, three months before the end of the teaching session or the expiry of a fixed term contract the individual has worked under the total agreed contracted hours, agreement should be reached between the Head of School/Service (or formal nominee) and the individual concerned, whether additional hours should be worked to make up the shortfall or, that an adjustment is made to the final salary payment for the hours under worked.
- 7.2. If an individual has exceeded the number of agreed contracted hours, arrangements will be made for the payment of the additional hours to be included with the final salary payment at the end of the teaching session. In such cases, Heads of School/Service (or formal nominee) should notify Human Resources about the additional hours to be included in the final salary payment. Additional hours worked will be paid at flat rates of pay.

## **8. Termination of employment contracts**

Where an individual leaves the employment of the University part way through a session, the University will calculate the hours that have been actually worked (including holiday entitlement), and the amount that has been paid. This could result in the University either having to claim back from the individual money already paid, or paying the individual for additional hours worked. Heads of School/Service should notify Human Resources about and necessary adjustment to be made to the final salary payment.