



Term-Time Working Policy

Introduction

This policy sets out the organisation's policy on term-time working. Kids Club Ely Ltd values its skilled individuals and wishes to retain employees for the benefit of the children and the wider company.

What is term-time working?

Term-time working is an arrangement whereby an employee is principally employed to work only during periods in which schools are open. The employee remains on a permanent full or part-time contract or a fixed term contract but takes an unpaid leave of absence during the school holidays.

The contract may be a permanent contract in which the employee retains their service with the company with an expectation that they will return to work for the following term despite them not working during school holidays.

Payment of Salary

Payment will be based on the number of term-time hours actually worked and will be made monthly during term time only. For the avoidance of doubt, this may result in periods where the employee receives no payment at all.

Provision for overtime payments where employees work additional hours during the school holidays for other services will be made only by agreement.

Annual leave

Term Time working employees must take their paid annual holiday entitlement during the school holidays and will, in addition to their paid annual holiday entitlement of 5.6 weeks, be entitled to take all standard school holidays as unpaid leave per year. Annual leave will be taken as follows – 1 week during Easter Holidays, 2 weeks during Summer Holidays and 1 week during Christmas holidays and all bank holidays pro rata.

Training, performance assessments and team briefings

Term-time employees will be required to attend training, performance assessments, team briefings etc. throughout the year. Every effort will be made to schedule mutually convenient dates during term time or to arrange alternative methods of attendance, such as through tele- or video-conferencing. However, this may not always be possible, in which

case the organisation will provide adequate notice of dates on which the employee will be required to attend the workplace.

Terminating the term-time working arrangement

If an employee's term time working arrangement has an agreed end date within their employment contract or in any contract extension letter, the company will review what, if any other opportunities are available for the employee as the termination date approaches, and if no suitable alternative working arrangements can be established the employee's employment will terminate on the agreed end date.

This policy is non-contractual and the company may make changes to it from time to time.