**EDINBURGH NAPIER UNIVERSITY**

**SESSIONAL STAFF GUIDELINES**

**1. Introduction**

1.1 The University has a number of staff who have historically been paid on a sessional contract basis. Sessional staff are term-time workers and they are required to work 40 weeks of the year. They do not work over the following specific periods:

Easter break – 3 weeks

Summer break – 7 weeks

Christmas break – 2 weeks

Total weeks not worked – 12 weeks

The exact timing of these breaks should coincide with the University’s Fixed Closure Dates, in agreement with the relevant line manager. They should not work during these periods. The sessional contract has now been phased out although there still remain a number of staff on this contract for which these new guidelines apply.

1.2 The University is committed to ensure we have a flexible and motivated workforce, therefore staff have the opportunity to request a range of flexible working patterns as per the [Flexible Working Policy](http://staff.napier.ac.uk/services/hr/Documents/Policies/Flexible%20Working%20Policy%20August%202015.doc) available on the HR Intranet.

1.3 Sessional staff are paid in twelve equal instalments over a 12 month period i.e. they are paid for the 40 weeks that they work split equally over a 12 month period. In addition they receive payment for accrued annual leave in line with the following arrangements.

**2. Sessional Annual leave arrangements.**

2.1 Full time support staff are entitled to 21 days annual leave, this entitlement increases to 26 days after 5 years reckonable service, in addition, staff get 14 days fixed holidays. Staff on a sessional contract are entitled to accrue pro-rata annual leave and fixed leave entitlement for the 40 weeks that they actually work.

2.2 The University has an obligation to comply with The Working Time Regulations 1998. These regulations state that the payment for accrued holiday and fixed holiday entitlement must be clearly identified as holiday pay on the pay slip and must be separated from any other payment made. A link to these regulations can be found at

<http://www.legislation.gov.uk/uksi/1998/1833/contents/made>

**3. How is annual leave worked out for sessional staff?**

3.1 Annual leave for sessional staff is worked out on a pro-rata basis compared to an employee who works throughout the full year. Therefore to calculate the hours to be paid the full time equivalent is calculated and multiplied by the leave entitlement e.g. the total number of hours worked per year divided by the total hours worked by an equivalent non-sessional employee.

I.e. If a member of staff is a full time sessional worker with over 5 years service, their pro-rated annual leave would be worked out as follows:

36.25 (full-time hours worked per week) x 40 weeks = 1450 hours per annum worked

1450/ 44 weeks = 32.95 hours per week (this calculation is used to work out FTE compared to a full-time member of staff)

32.95 x 26 days = 171 hours per annum.

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3.2 Fixed leave

Sessional staff are entitled to accrue fixed leave like another part-time employee. Please see our guidelines for calculating annual leave for part-time workers:

[**http://staff.napier.ac.uk/services/hr/Documents/Policies/Annual%20Leave%20Policy%20Final%20August%202015.docx**](http://staff.napier.ac.uk/services/hr/Documents/Policies/Annual%20Leave%20Policy%20Final%20August%202015.docx)

The only fixed leave days that occur during the period in which sessional staff work are the following:

Edinburgh September holiday

Monday May holiday

Tuesday May holiday

Therefore any fixed leave deductions will be based on whether or not the sessional employee works on these days e.g. for a full time sessional worker fixed leave would be calculated as follows:

32.95 x 14 days = 92.26 hours

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However as per the guidelines above, hours must be deducted for the 3 fixed days if the sessional worker is in fact due to work on that day. Therefore, a full time sessional worker would work 7.25 hours per day over 40 weeks. Hence there would be a requirement to deduct 21.75 hours from 92.26 hours:

92.26 – 21.75 (7.25 x 3 fixed days) = 71 hours.

The annual leave entitlement and fixed leave entitlement is then added together i.e. 171 + 71 = 242 hours. This would reflect the total annual leave entitlement and this would be split into 12 monthly instalments which is paid to sessional staff along with their salary.

These calculations apply in exactly the same way for part-time sessional workers.

If you have any further question please contact the HR department.