

Additional Information for the Part Time Support Staff – Leave and In Service Arrangements 2019/20 Calculator.

There are two additional In Service days in 2019/20, these are 20/08/2019 and 11/10/2019.

38 week, 39 week and 38.4 week contracts:

If one or both of the Additional In Service days coincide with an employee's normal working pattern then they will be expected to work on these days.

This includes those employees on 38 week contracts who do not normally work on an In Service day.

In the calendar section of the calculator report the Additional In Service days are identified and the normal working hours for that day appear in the Hours Worked column.

Date	Day	NC/HOL/In Service/Occasional Days	Day Count (including additional in-service days)	Hours Worked
19/08/2019	Monday	In Service		
20/08/2019	Tuesday	Additional In Service	1	5
21/08/2019	Wednesday		1	5
22/08/2019	Thursday		1	5
23/08/2019	Friday		1	5
24/08/2019	Saturday			
25/08/2019	Sunday			
26/08/2019	Monday		1	5
27/08/2019	Tuesday		1	5
28/08/2019	Wednesday		1	5
29/08/2019	Thursday		1	5
30/08/2019	Friday		1	5
31/08/2019	Saturday			

The above table illustrates the working pattern of an employee on a 38 week contract who works 5 hours per day, Monday to Friday. As such, they did not work on the In Service that fell on Monday 19th August but were required to attend work on the Additional In Service day i.e. Tuesday 20th August as they were scheduled to work 5 hours on that day.