



LNCT Agreement

Part Time Teaching Staff Calculator 2024/25

The City of Edinburgh Local Negotiating Committee for Teachers (LNCT) calculator addresses the impact on part-time staff of School Session dates not accommodating an equal number of weekdays in the school year. The calculator ensures part-time staff benefit from the correct proportion of public holidays and work no more or less than their contractual commitment.

In session 2024/25, the number of weekdays (including in service days) are as follows: Mondays (33), Tuesdays (38), Wednesdays (40), Thursdays (40), and Fridays (39).

The LNCT calculator indicates the amount of time off to be granted in a whole session or the amount to be worked as additional hours – this is calculated with respect to the pupil year.

Separately to this, all part time staff are required to do a pro rata number of INSET days. This is regardless of whether the INSET days fall on days when they do not normally work. The INSET days that a teacher will attend should be agreed at the start of the year. Note that there is the ability to off-set attendance at INSET days against time owed to the school, should both parties be agreeable – see explanatory notes in the calculator for examples.

The resolution of individual cases should be undertaken at school level.

The calculator will indicate that certain staff members are due time off during the school session while others may require to work additional hours for the school/service. It is recommended that in the case of staff who are due time off, leave is taken by mutual agreement when this is convenient. In the case of teachers who require to undertake additional hours this will have to be agreed outwith the days on which they are normally employed and should be arranged as far in advance as possible. Where this cannot easily be accommodated, you may wish to consider an alternative approach to reflect actual work done over the session which could be an agreement in increased or reduced remuneration.

All part-time teaching staff employed from the start of the school session 2024/25 should be issued with a completed copy of the spreadsheet, to reflect their part-time work pattern, as soon as possible, but certainly by the End of October. Part-time teaching staff who commence employment part way through the school session, should be issued with their completed spreadsheet within a fortnight of commencing employment.

Part-time, Part Session Teachers

Column G should be used to identify the entitlements for those staff who work part-time, part session. The entries in Column B must not be altered. Worked examples are included in the pack for your information.

Calculator pack for session 2024/2025

The calculator pack for this session comprises the calculator, a guidance/explanatory note and worked examples. If you require assistance to use the calculator please contact AskHR on 0131 469 5555 or the Teachers' Side Joint Secretary on 07948 280906.


LOCAL AGREEMENT

This local agreement has been reached in the LNCT and is consequently binding on the signatory parties.

Signed



Lorna French
LNCT Management Side
Joint Secretary



Alison Murphy
LNCT Teachers' Side
Joint Secretary