

Part time accrual for level progression calculation

How to calculate accrual of service as a part-time employee on a pro rata basis according to the percentage of a full-time load undertaken in any year.

Scenario:

A staff member with a 3 year ECT qualification, qualified in January 2007, working 3 days a week, 8 hours a day, since 2007.

Calculation example:

$$24 \times 52 = 1248$$

$$38 \times 52 = 1976$$

$$1976 \div 1248 = 1.58$$

$$11 \div 1.58 = 6.96$$

Result: The staff member has worked the equivalent of 6.96 full time years and would now, in 2018 be classified as level 6 in the teacher's award, soon to move to level 7.

Method:

1. How to calculate part time hours

Formula: (hours worked per week) x (how many working weeks in a year)
= (part time hours worked for year)
e.g. 24hrs x 52 weeks = 1248 hours worked

2. How to calculate number of part time hours an employee needs to work to equal one fulltime year of working.

(full time working hours per year) ÷ (part time hours worked per year)
= (years equivalent to fulltime years)
Eg. 38 full time hours x 52 weeks = 1976 full time hours worked
1976 (full time hours) ÷ 1248 (part time hours) = 1.58 years

3. How to calculate how many part time years worked equivalent to how many fulltime years.

(total years of service) x (part time hours equivalent to 1 year)
= total full time years employee has worked as a part time employee.
Eg. Staff member who has worked 11 years as a part time employee
11 (years) ÷ 1.58 (years equivalent to fulltime years) = 6.96 (full time years worked)