**4.8 Pro-Rata Salary Payment and Monthly Holiday Pay**

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**Policy Statement**

As part of our commitment to transparency and fairness, we would like to outline our policy regarding pro-rata salary payments and monthly holiday pay for all staff members at Little Apples of Bramley.

**Pro-Rata Payment**

1. Staff members at Little Apples of Bramley are paid pro-rata, meaning their salaries are calculated proportionally based on the numbers of hours they work.
2. Pro-rata payment is determined by:

Weeks our setting is open per academic year x hours staff members work per week x their hourly rate / 12 months.

This method ensures, staff members receive a monthly salary payment, each calendar month, even when the setting is closed.

**Pay Adjustments**

Staff hours for the academic year are predetermined, and adjustments are factored into the subsequent month. For instance, if a staff member works extra / reduced hours in January, those will be accounted for in their February salary. Nonetheless, there is a payroll cut-off date, typically the last Friday of each month, except for December when the cut-off date tends to be earlier.

**Holiday Pay**

Employees receive holiday pay monthly. We encourage staff, whenever feasible to schedule their holidays during non-term time, when the setting is closed. As a result, any leave taken during term time is unpaid. Holiday pay is calculated in accordance with statutory requirements.

**Review and Amendments**

This policy will be reviewed periodically to ensure its effectiveness and relevance. Amendments may be made as necessary, with input from staff members and parents.

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| **This policy was adopted by Little Apples of Bramley** |
| **On 28th January 2024** |
| **Date to be reviewed** |
| **Signed on behalf of the management committee *J V Whatley*** |
| **Name of signatory J V Whatley** |
| **Role of signatory Manager** |