STP Department Guide
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Sessional Teaching Payroll

Sessional Teaching Payroll (STP) aims to deliver a fair, transparent and consistent approach to the recruitment and remuneration of hourly paid and sessional teaching staff across the University of Warwick.

1) What is a sessional teacher?

A sessional teacher is an individual who is engaged to deliver teaching activities on a temporary basis at the University of Warwick, such as Emeritus Professors delivering a piece of work for a department, PhD Students, Post Docs gaining professional development or professional delivering teaching as part of their portfolio.

Invigilators and External Examiners fall out of scope for STP and should be engaged through the Variable Monthly Payroll (VAM).

STP contracts should be no longer than 1 year in length. Contracts will contain a breakdown of hours by teaching activity.

In order to define the rate of pay and the breakdown of hours, departments should review the STP Role Profiles & STP Frameworks.

Further information on this can be found in Selecting Sessional Teachers on our website.

2) Department/STP responsibilities

A range of materials for Departments and Sessional Teachers are available to explain the changes:

- STP Department Guide
- Sessional Teachers Handbook
- Online Tutorials
- FAQs

All resources are available on our website.

If you have further queries please contact the STP team on Ext: 24831 or email: stp@warwick.ac.uk
3) Engaging sessional teachers overview

If you are accessing this document online, click on the below boxes to find out more.

4) Agreeing a sessional teaching budget

Departments are responsible for agreeing their Sessional Teaching budget, either centrally or within the Department Finance Team.
5) Recruiting sessional teachers

The department is responsible for recruiting its sessional teachers.

If departments are struggling to attract the teaching talent they require, posts can be advertised via [www.jobs.ac.uk](http://www.jobs.ac.uk)

A Standard Advert + includes:

- Branded for identity and competitiveness
- University logo in the search results to stay more visible for longer
- Can generate up to 3 x more views and applications
- Emailed to our Jobs by Email subscribers
- 550 words

Adverts will be £100 per role, saving over £200 on the standard charge. Please quote “STP” to receive this discount.

Contact: rob@jobs.ac.uk for further information

Role Profiles have been developed and evaluated for use within STP. Departments will map teaching posts to the most relevant role profile, which will dictate the FA grade/spinal point to determine the hourly rate. These documents can be accessed on the STP website.

The STP frameworks (developed in consultation with departments, unions, teachers and students) determine how teaching activities are paid. There will be more information on the payment of Sessional Workers in section 7.

Departments should check working patterns of any Tier 4 students requested to teach. Hours allocated to Tier 4 students should not at any point during the contract require them to breach their visa restrictions.

6) Eligibility to work checks and safeguarding
The STP team conducts all eligibility to work checks, including safeguarding procedures such as asking individuals about any pending and unspent criminal convictions.

Safeguarding procedure include the sessional tutors declaring their pending or unspent criminal convictions as well as the departments understanding the need for a teaching role to undergo a DBS check. If you are unsure whether a DBS check is required for a role, please contact Dbs@warwick.ac.uk.

It is the departments’ responsibility to be undertaking due diligence when offering a teaching role to a sessional tutor. The STP Team will monitor and ask individuals to disclose any unspent or pending criminal convictions. In cases where such findings are made, this will be disclosed to the hiring manager or departmental contact and the HR adviser will advise of next steps.

If a sessional teacher has worked for the university previously this does NOT necessarily make them exempt from an eligibility to work check. There are other things to consider, such as visa status and if the worker has previously been removed from payroll. STP will manage this process directly with the sessional teacher.

STP Contract Management SharePoint will show the eligibility status of each sessional teacher. This will be updated as the status changes for departments to reference.
7) Sessional teachers working abroad and additional checks

If an individual is due to teach abroad the STP Team will need to see additional documents in order for them to be eligible to work.

You will need to inform the STP team as soon as you are aware of the individual who will be carrying out the work, this can be via email or phone call. Depending on the country the work is taking place, we will need to see the required documents that prove the individual is eligible. If you are unsure of this please do not hesitate to get in touch with the STP Team or alternatively immigration at Warwick.

In failure to complete this requirement, the individual will be at risk of not receiving any payment for this work.

By law, eligibility to work check MUST be completed prior to any work taking place. This includes any paid training.

To avoid delays, departments should provide names and email addresses of any confirmed sessional teachers as soon as recruitment is completed, via the STP Contract Management SharePoint. STP will monitor all visa restrictions and visa expiry dates. Departments will be informed by STP of any issues relating to visas that may affect teaching in time for alternative resources to be allocated.

Departments are responsible for determining if a DBS check is required and including this on the STP Contract Management SharePoint. STP will request the DBS on behalf of the department. HR will then communicate directly with the department on the DBS status.

8) Department requests - contract/amendment/cancellation from STP

STP contracts should be issued prior to work commencing. Please find below the process of requesting a new contract, or amending an already existing contract.

Please note that contract allocations can be entered onto the STP Contract Management SharePoint at the same time as giving the teachers’ names. However, STP will not issue the contract until we have established the sessional teachers’ eligibility to work.

- Go to the STP website through the following link.
- Click on the “Departments” button. This will take you to your dashboard
- To access STP Contract Management SharePoint, select “Request a contract”
This will take you to the department homepage. Log into Office 365 with your normal username and password if required.
Departments that have been involved in the STP will see four folders: Live, New Request, In Progress & Booking Archives. The Booking Archive folder contains contract requests from previous years.

- Departments new to STP will only see three folders: Live, New Request & In-Progress.
- The STP Contract Management System works off a live master spreadsheet. This spreadsheet will move through the folders at different stages of the process. The spreadsheet will sit in the Live folder for the majority of the time, ready for departments to access and work on it.
- Click on the Live folder and then into your Department folder. Here you will see the spreadsheet. Click on the spreadsheet to open it.
- You will see some error messages pop up. Click ok to these and make the document a trusted document. Click “Edit Workbook” at the top of the sheet on the yellow ribbon.
- You may already have some lines populated if you have previously provided names or allocations.

**Request a New Contract**

- To request a new contract, change the cell in the change type to “New”. This will highlight the entire row yellow (as below)
- Fill in the work allocations as below. When complete click “Save”.
- “Job Title” and “Module Title” are compulsory fields. These do not need to be phrased in a specific way, use terminology familiar to the departments and teachers.

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### Example Department

<table>
<thead>
<tr>
<th>Change Type</th>
<th>Comment</th>
<th>Name</th>
<th>Job Title</th>
<th>Module Title</th>
<th>Work Allocation</th>
<th>Start Date</th>
<th>End Date</th>
<th>Cost Type</th>
<th>Total Cost</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<td>Example 2</td>
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<td>Example 3</td>
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<td>Example 4</td>
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</tr>
</tbody>
</table>

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**Adviser [STP-Role]**

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**Warwick**

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**THE UNIVERSITY OF WARWICK**

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9
• If STP have issued a contract, the status will read “Done” and the line will return to white.

**Example Department**

<table>
<thead>
<tr>
<th>Contract Type</th>
<th>Personnel Code</th>
<th>Name</th>
<th>Department</th>
<th>If email address</th>
<th>Start Date</th>
<th>End Date</th>
<th>Amend Cancellation</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example 197100071</td>
<td>50</td>
<td>Mary</td>
<td>Unit</td>
<td><a href="mailto:handbrake@gmail.com">handbrake@gmail.com</a></td>
<td>01/01/2023</td>
<td>31/03/2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Example 196700071</td>
<td>50</td>
<td>Jane</td>
<td>Unit</td>
<td><a href="mailto:handbrake@gmail.com">handbrake@gmail.com</a></td>
<td>01/01/2023</td>
<td>31/03/2023</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Amend a contract**

• If you wish to amend a contract that has been issued select “Amendment” in change type. This will highlight that cell in yellow.

• Change the data in fields required and manually highlight the changed fields in yellow. This will draw attention to the change/s. When complete click “Save”.

• Please note, the start date cannot be amended. IT access can be gained 2 weeks prior to the start date and once the individual has completed their Right to Work check.

**Cancel a contract**

• If you wish to cancel a contract that has been issued select “Cancellation” in Change type. This will highlight the row in red. When complete click “save”.

**Send the request to STP**

• STP will only action changes to the spreadsheet when it has been moved from “Live” to the “New Request” folder.

• To do this, Click on the 3 dots next to the title of your spreadsheet in the Live folder. The following options will be listed:

  • Select “Move to”. This will open a new menu on the right hand side of the screen.
Click on the “New Request” folder, select your department folder and click the purple “Move” button.

SharePoint will send a notification to the STP team so they can begin to action your request.

Whilst the STP team are dealing with the request, we may move the spreadsheet to the “In-Progress” folder. You will not be able to edit the document at this point, however you can still view the spreadsheet.

Once complete, STP will return the spreadsheet to the “Live” folder. Contracts issued will have the status “Done”

Gaining access to the website and STP Contract Management SharePoint
If you have any issues gaining access or using either the STP website or STP Contract Management SharePoint, contact the STP team on Ext: 24831 or email: stp@warwick.ac.uk. STP can grant additional access to additional members of staff if required.

9) Agreed pay rates / Paying outside the rates

ARC have agreed two STP pay frameworks for sessional tutors after extensive consultations with departments, sessional teachers and unions.

The STP Postgraduate Framework and STP Professional and Practitioner Framework are published on www.warwick.ac.uk/stp along with the STP Role Profiles and associated FA grades and spinal points.

Professional & Practitioner Framework

Sessional teachers recruited under the Professional and Practitioner Framework are normally appointed at the lowest spinal point for the grade. Where a teacher is re-engaged in the following academic year after having undertaken a minimum of 10 contact hours of teaching in the previous academic year, the STP Tutor is eligible for an increment on re-engagement.

If it is not possible to attract the teaching talent required using the STP models, Heads of Departments have discretion to pay at a higher spinal point where justified (up to 2 spinal points above the current pay rate). This must be approved by the department HR Advisor.

Where Departments wish to appoint at a higher spinal point, approval must be sought from the Provost and HR Director. To do this, email:

Chris Ennew: c.ennew@warwick.ac.uk

Geraldine Mills: Geraldine.mills@warwick.ac.uk

CC: stp@warwick.ac.uk

Detail the reason for the exception request and the spinal point at which you wish to appoint.

Postgraduate Framework

Sessional teachers recruited under the Postgraduate Framework are appointed at the mid spinal point of the grade. There will not be year-on-year progression for these roles.

10) Issuing contracts

STP contracts are issued by email directly to the sessional teacher. The department will be copied into all email contracts.
Attached to each contract will be the relevant Role Profile, STP Terms & Conditions & STP Handbook. If Departments require other documents to be attached to the contract, this should be listed in the “Documents to attach” column on the STP Contract Management SharePoint. These documents can be loaded into the Live folder.

Sessional teachers are not required to sign a copy of their contract. Sessional teachers will be deemed to have accepted their contract by commencing the role.

11) Timesheets submission and approval

A sessional teacher will only be able to submit timesheets if they have proved their eligibility to work and have been issued with an STP contract.

Timesheets must be authorised by departments before they can be paid. We recommend that both sessional teachers and departments submit and approve hours on a weekly basis. This way, any queries relating to hours can then be resolved before the monthly payroll deadline.

Departments can choose from two types of timesheets: Detailed or Simple. The detailed timesheet allows you to see the breakdown of hours by activity, whereas the simple version only shows the hours worked per day. Examples of both timesheet types can be seen below:

Simple timesheet:
Detailed timesheet:

<table>
<thead>
<tr>
<th>Weekending date</th>
<th>Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 Jul 2017</td>
<td>ExampleModule2</td>
</tr>
</tbody>
</table>

Please enter the total number of hours and minutes worked on each day:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Preparation</th>
<th>Contact hours</th>
<th>Office hours</th>
<th>Marking hours</th>
<th>Other Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>4h 45m</td>
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<td></td>
<td>3h</td>
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<tr>
<td>Wednesday</td>
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<td>Sunday</td>
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</tbody>
</table>

- To approve timesheets, first go to the [STP website](#) Click on the purple “Department button”. Log in with your normal Warwick log in (if you haven’t already).
Once logged in you will see your dashboard. On the dashboard you can see all timesheets that require action.

You can filter the timesheets you see using the “Filter Results”. Alternatively, click on a column title to sort the data.

In order to action a timesheet tick the select box. Up to 10 timesheet lines can be ticked and processed in batches. Select 'Authorise' or 'Reject' and then click the process button.

If multiple contacts within a department are responsible for authorising timesheets, departments are able to add notes for other authorisers to view. These will not be seen by the sessional teachers. Notes will be listed in “Department notes”, hover over to see notes in full.

Sessional Teachers are able to add notes to their timesheet to aid the approval process. These can be viewed in “Tutor notes”. Hover over to see notes in full.

If rejecting a timesheet, departments are able to add a note to explain the reason for rejection. An email will be sent to the Sessional teacher with the reason for the rejection. Teachers can re-submit timesheets immediately.

To view more information on a particular timesheet, click the reference number.
Once you have actioned a timesheet, it will disappear from the Dashboard. This timesheet will then go into the 'Timesheet history' page.

This page allows you to view all previously actioned timesheets. You have the ability to filter timesheet by the following criteria:

- Assignment Title
- Date from/date to
- Module name
- Cost code
- Tutor name

To sort the timesheets click on column headings. This page can also be exported to excel if you prefer to work from a spreadsheet. This will display all of the same information; however, it will be in the format of an excel spreadsheet:
12) Paying sessional teachers

Once sessional teachers have submitted timesheets and departments have authorised them, they can be paid.

An individual can only be on one Warwick payroll at any one time: Salaries, STP or VAM. The order of precedence is:

1) Salaries
2) STP
3) VAM

All 3 payrolls are paid on 24th of the month (or nearest working day before this).

Unitemps is a separate payroll and does not affect this process.

Example:

Those on Salaries payroll working on an STP assignment will continue to be paid on Salaries for both pieces of work. Timesheets will still need to be submitted on the STP website to claim their STP hours. STP payments will be listed as a separate amount on their payslip.
13) Moving across payrolls

If there are any instances in which a person is leaving their salaried post to become a sessional tutor paid via STP only, they MUST re-do their Right to Work check in the UK. They will be then issued with a new staff number.

If you are aware of such instances, please contact the STP Team as soon as possible to ensure a smooth transition.

14) Progression

Whether or not a sessional teacher is entitled to an increment increase if re-engaged the following academic year depends on which framework applies to them:

**Professional & Practitioner Framework**
- These roles are normally appointed at the bottom spinal point of the FA Grade.
- If more than 10 hours of teaching have been completed in the previous academic year, sessional teachers are eligible to be re-engaged at the next spinal point.

**Postgraduate Framework**
- These roles will be appointed at the mid-point of the spinal point and will not be entitled to incremental progression if re-engaged the next academic year.

15) Payroll cut-off deadlines

Payroll cut-off deadlines are published on the STP website [here](#).

16) Red-circling

It is expected that those engaged through the sessional teacher payroll (STP), will on the whole receive equal or more pay for comparable teaching assignments than they previously received on VAM.

There may be rare cases when an individual was paid more through VAM for a comparable task than they are anticipated to receive over the length of the contract through STP. In these cases, pay offered can be ‘red-circled’ so that the individual receives the same amount as they would have received prior to the changes being made.

It is the department’s responsibility to decide when pay should be “red-circled”.

An example of when a department may choose to “red-circle” pay:
Teacher A has been working through VAM for department 1 to deliver model X for the duration of academic year 16/17. The same teacher is then asked to deliver the same model for the duration of academic year 17/18:

Their pay for 16/17 through VAM was £2,160 gross including holiday pay.

It is anticipated that for 17/18 that their total gross pay will total £1,974 including holiday pay. (Hourly rate + holiday pay x total hours)

They are expected to earn £186.00 less through STP.

This amount could then be “red-circled” and paid so that the individual receives the same amount as they would have received prior to the changes being made.

17) When will “red-circling” pay not apply?

For the majority of teachers, the published STP hourly rate will be less than they received for a single hour under VAM.

Legacy rates used on VAM “rolled up” activities such as preparation, contact hours, admin etc. Under STP activities are separated out and itemised. If the published hourly rate under STP is lower, an individual can expect to see an increase in the total number of contracted hours.

This means that they should not be paid less. Their contract will also provide a more accurate reflection of the time spent on each activity.

In this instance “red-circling” pay would not be relevant.

18) What criteria should be considered to qualify for “red-circled” pay?

- Individual has worked during the previous academic year (16/17).
- Delivery of comparable task over a similar duration.
- Estimated total pay through STP is less that actual gross pay received through VAM for the previous year.

19) How long will pay be “red-circled” for?

For existing sessional tutors already contracted to teach through VAM in 2016/17, pay will be protected for two years, if their pay would otherwise decrease as a result of these changes.

*Please note that the red circling has now been extended until academic year 2020/2021.*

STP Tutors in pilot departments whose pay was already previously protected through red-circling in 2016/17 (to ensure that they would not lose out through the introduction of STP)
will be entitled to payment protection for two academic years after they entered STP if they previously taught through VAM.

Where a change to the STP role profiles and/or framework has occurred between the pilot and full University-wide implementation, which would result in a reduction in pay for STP tutors who previously taught in pilot departments, these STP tutors will have payment protection through red-circling for two academic years from 2017/18.

20) How will red-circle payments be made?

Paying “red-circled” pay as a lump sum could affect the amount of income tax an individual pays. It is recommended that a proportion of the amount is paid at the end of each term, making 3 payments in total.

STP will provide a monthly payroll report which details gross pay for each month. Monitoring actual payments against the anticipated amount will help departments to calculate the amount to be paid at the end of each term i.e. what they would have earned at the same point in the previous year. Individuals could work more hours than originally expected, so the STP reports could reveal that an individual no longer qualifies for these payments.

It is the department’s responsibility to notify the STP team in writing when a “red-circle” payment should be paid on stp@warwick.ac.uk. The STP team will then process the payment in the next monthly payroll.

21) Red circle payment process

- Department to identify individuals that may qualify for “red-circled” pay.
- When completing the STP Contract Management SharePoint include “Red-circle” in the Assignment Title. STP will include the following statement on these contracts:

  “The payment for this assignment will be Red Circed for two years. This means that any difference in earnings between academic year 16/17 and 17/18 will be paid to you in scheduled instalments as agreed by your department.”

- Contact payroll (if required) for confirmation of VAM payments for the previous year.
- Agree a schedule of red-circle payments/or when a single payment will be made.
- Notify the STP team prior to payroll cut-off dates, for any red-circle payments to be made in the following month. The following information will be required:
  a. Name of teacher
  b. Amount of red-circle pay (excluding holiday pay)
  c. Amount of holiday pay (12.07%)
  d. Cost code

22) Calculating red-circle payments formula:
The STP team will process a one-off payment and they will notify the person that it applies to when this has been processed.

Once the department has calculated the total amount of red-circle payment to be paid, they will need to break it down for the STP team to process into **Base pay rate** and **Holiday pay rate** (the holiday pay rate represents 12.07% of the base rate)

Please use the formula to calculate the amounts:

- **Base rate + holiday pay rate = total red Circled amount**
- **Base pay rate = (total pay/112.07) * 100**
- **Holiday pay rate = 0.1207 * base pay**

**Can retrospective “red-circle” payments be made?**

At the end of an assignment, it may be identified that an individual has earned less through STP than anticipated at the outset for a comparable task in the previous year through VAM. It is the department’s decision if, in these instances, individuals should be considered for a “red-circled” payment and the above process should be followed.

Consideration should be given to the time period between the end of an individual’s assignment and a “red-circle” claim being requested. Payments can only be made to individuals that are still live on the STP payroll.

### 23) Reporting

The STP team can provide a wide range of management reporting. Department’s reporting requirements vary significantly, however the STP team can design and produce reports for most requests, provided the data is collected as part of our processes.

Reports can be requested on an ad-hoc basis or can be scheduled to be emailed at a specific time interval (monthly, termly, annually etc.)

Examples of regular reports requested by departments:

- **Cumulative Timesheet Report** – this report is emailed to departments after the sessional teacher submission deadline to help with the approval process. The report details the percentage of hours claimed against total contracted hours.

- **Exported Holiday Pay Report** – this report is emailed after payroll is processed each month. It details how much holiday pay was requested during the previous month.

- **Holiday Pay Balance Report** – this report is emailed at the department’s request. It details how much holiday pay has been claimed year to date and how much is still
unclaimed.

- **Monthly STP Payroll Report** – this report is emailed after payroll is processed each month. It details all sessional teachers and amounts processed during that month.

- **Monthly STP Salaries Report** – this report is emailed after payroll is processed each month. It details the monthly amounts paid to sessional teachers on Salaries payroll during that month.

- **Year to Date Report** – This report is requested by departments on an ad-hoc basis. It details the year to date spend for the department on sessional teaching payroll

24) **Annual leave entitlement**

All Sessional Teachers will receive 28 days’ holiday pay per annum pro rata, calculated on a base of 20 statutory days plus 8 public holidays.

Sessional Teachers are contractually required to agree in advance any holiday periods with the department, normally giving a minimum of seven days’ notice. Approval of requests for holiday at times during the contract where teaching is scheduled or when sessional teachers are required to be available to students is at departmental discretion.

Holiday pay is an additional amount to the standard wage and accrues for each hour worked and approved.

If a sessional teacher requests holiday pay before the monthly submission deadline, it will be processed in the monthly payroll. If they submit after the monthly submission deadline, it will be processed the following month.

All holiday pay claimed and paid will appear under a separate heading on the individuals wage slip as ‘ST Holiday Pay’.

The STP Team cannot automatically process holiday pay without a claim as this would constitute rolled up holiday pay which is against EU legislation. The holiday year runs from 1 October through to 30 September and sessional teachers will be required to claim all holiday pay during the course of the holiday year in which it accrues.

Although the STP team will send out reminders before the end of the holiday year, it is the Sessional Teacher’s responsibility to make sure that all their holiday pay has been claimed before the start of each new holiday year.

If holiday pay requests are made after the 30th September, the sessional teacher will be required to contact stp@warwick.ac.uk and complete a late Holiday Pay Request Form.