**Salary Calculations**

This page provides details and examples of how we calculate your salary:

* If you are a new employee, your first salary payment
* If you are leaving the council, your final salary payment
* If you have a change to your salary

This applies to all non-teaching employees on a 52 week contract.

**New start calculation**

The calculation pro rates your annual salary by the number of calendar days in the month you commence your employment with the council.

For example a new employee with a start date of 8 June with an annual salary of £20,000 will be calculated as follows

£20,000/12 = £1666.67/30 (calendar days in June) x 23 (calendar days from 8 June to 30 June)

=**£1277.78 salary due for June**

**Leaver calculation**

The calculation pro rates your annual salary by the number of calendar days in the month to your date of leaving the council.

For example an employee with a leave date of 16 August with an annual salary of £23,000 will be calculated as follows

£23,000/12 = £1916.67/31 (calendar days in August) x 16 (calendar days from 1/8 to 16/8)

**=£989.25 salary due for August**

**Salary change calculation**

The calculation pro rates the different salaries due for the month the change occurs.

For example an employee who has a salary increase from an annual salary of £17,000 to an annual salary of £19,000 on 19 October will be calculated as follows

£17,000/12 = £1416.67/31 (calendar days in October) x 18 (calendar days from 1/10 to 18/10 = **£822.58**

£19,000/12 = £1583.33/31 (calendar days in October) x 13 (calendar days from 19/10 to 31/10 = **£663.98**

**£822.58 + £663.98 = £1486.56 salary due for October**

All of the above calculations can also be used to work out the amounts due for permanent allowances in the same circumstances shown in this example.