



## Shorter Working Year (SWY) Pro Rata

SWY is always unpaid leave. If you choose to take SWY on a pro rata basis, the payment you receive while out on leave is not salary, it is an allowance that is merely facilitated by making deductions through payroll. SWY payments for employees who have applied for SWY on a pro rata basis are calculated on the first pay period of the year. These calculations are based on the employee's gross pay less statutory and pre taxable deductions. A number of different variables affect the SWY calculation including, the rate of pay, pay multiplier, tax credits and voluntary deductions, etc.

## How does Payroll Shared Service (PSS) calculate my SWY?

Corepay automatically calculates the **SWY Deduction** and **SWY Allowance** based on the first pay period of the year. For example in the year 2021, this will be period 2021/01 for weekly paid employees and period 2021/02 for fortnightly paid employees.

**Your SWY deduction value can change from year to year even if you are availing of the same number of weeks off the payroll as stated above there are many variables such as your rate of pay, pay multiplier, tax credits and voluntary deductions which may have changed from the previous January.**

### *SWY Deduction*

The **SWY Deduction** is the calculated amount of how much needs to be *put aside* each week you are at work to cover the period you are taking off work on SWY. The **Deduction** is spread across the weeks you are on the payroll between January and December to cover your **SWY Allowance**. You will notice the **SWY Deduction** will be visible on your payslip from the first pay period of the year to the end of the year - excluding the period you are availing of SWY. Your payslip can be accessed online via our website [www.pssc.gov.ie](http://www.pssc.gov.ie)

Please check your payslip regularly to ensure the **SWY Deduction** is deducted each pay period you are on the payroll. Please note that you will pay tax on your **full** salary (deduction included) at this time.

### *SWY Allowance*

The **SWY Allowance** is the amount you will receive while you are off work. As this is not salary you will not pay tax or PRSI on this allowance. If you are fortnightly paid you may notice some salary and allowance paid in one fortnight, depending on your SWY dates. This is because SWY always starts on a Monday and fortnightly pay dates run from a Friday to a Thursday inclusive. For example if you start your SWY on Monday 19<sup>th</sup> of July 2021, the next pay date the 22<sup>nd</sup> of July covers from the Friday 9<sup>th</sup> of July to Thursday the 22<sup>nd</sup> of July inclusive. This means that you will see basic salary on your payslip to cover the 9<sup>th</sup> to the 18<sup>th</sup> of July inclusive and then the allowance will cover the 19<sup>th</sup> to the 22<sup>nd</sup> inclusive. You will also see a reduced SWY deduction on this payslip to cover the 9<sup>th</sup> to the 18<sup>th</sup> of July.

This **SWY Payment/Allowance** will pay your voluntary deductions and give you a net pay similar to your current net pay while you are availing of the period of SWY leave.

All the monies that are deducted via the **SWY Deduction** are paid back via the **SWY Allowance** in full during your period of SWY leave.

## Top Tips!

**It's important to keep your first payment of the year regular** as some of the following are examples of how the **SWY Deduction/Allowance** are affected if they are included in first pay period of the year:

- If you take a **Parental Leave** day (or any other leave that affects your rate of pay) it will reduce the **SWY Deduction and SWY Allowance**. This would result in you receiving a lesser amount while you are availing of SWY.
- If you have **Overtime** on your first payment of the year, it will **increase** your **SWY Allowance** paid to you while you are off on SWY and it will increase the **SWY Deduction** you pay for the weeks you are on the payroll thus giving you a *smaller* net pay for the weeks you're actually at work.

## Can I calculate this myself?

Yes, you can. As the **SWY deduction** is automated by the Core system we are unable to provide any break down, however, we have provided a worked example below to demonstrate the principles applied by the Core Pay system when calculating the SWY Deduction and SWY Allowance.

### Example:

This is an example of how the SWY payments are calculated for a **weekly** paid employee availing of 4 weeks SWY. Please note: this example is for approximate estimates only.

Example based on the following information:

- Weekly Staff member receiving €500 Net Pay on first week of year and assumption that there are no changes to the work pattern to which this is based
- Tax paid each week is €50
- Availing of 4 weeks SWY with pro-rata option
- This means you are working for 48 weeks out of the 52 weeks and off pay for 4 weeks (52 minus 4).
- Tax refund is not withheld and you are on a cumulative tax basis
- All calculations subject to rounding
- Core Pay system factors in any tax rebates in the calculation method – as applied in 2020
- Annual net based on an assumption that this will continue therefore is €500 \* 48(weeks on payroll) = €24,000
- Evenly distribute net payment across the year, staff member would get €461.54 per week (€24,000 / 52).
- Factor in that staff member will receive €50 back in tax each week they are off the payroll on SWY. Amount to be collected by way of a SWY deduction each week you are on the payroll = (€461.54 – €50 = €411.54) \* 4(number of weeks off pay) = €1646.16
- 4 weeks of SWY payments required to be collected over the 48 weeks(on the payroll) is €1646.16
- SWY Weekly Deduction therefore would be (€1646.16/48 as spread across 48 you are on the payroll) = €34.30

- SWY Weekly Allowance pro-rata payment (€411.54 + €50 Tax Rebate) = €461.54 paid each week for the four weeks you are off the payroll.
- *If you were doing this yourself you would be putting €34.30 aside each week you are working to have when you are availing of 4 weeks off the payroll, €34.30 \* 48 weeks = €1646.40.*
- *€1646.40 over 4 weeks gives you €411.60 per week and your Tax Rebate of €50 results in €461.54 each week for the 4 weeks on SWY.*

## What if my circumstances change at any time during the year?

As circumstances in one's pay may change during the year e.g. employee may come off payroll for a period, a **balancing exercise** is carried out by the PSS every November in which rectification will take place to ensure the **SWY Allowance** paid during the period of SWY absence is fully deducted.

### *First Pay Period of the Year:*

If you are off the payroll due to unforeseen circumstances on the first pay period of the year and you have applied for SWY pro rata, please contact your **Local HR immediately**.

**It's important to keep your first payment of the year regular** as previously stated - your **SWY Deduction and Allowance** are calculated from this first pay period.

## Did you know?

Taking SWY is not reckonable for pension purposes, and it affects your Annual Leave entitlement. For more information please refer to the PeoplePoint Portal (HRSS)

Please see link below to HRSS in relation to FAQ for further information on SWY:

<http://peoplepoint.gov.ie/hr-for-employees-managers/leave-management/shorter-working-year/>