



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 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?

The Corepay system automatically calculates the **SWY Deduction** and **SWY Allowance** based on the first pay period of the year. For example in the year 2020, this will be period 2020/01 for weekly paid employees and period 2020/02 for fortnightly paid employees.

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

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 and other statutory deductions on your **full** salary (SWY 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, PRSI or any other statutory deductions on this allowance. This is because you paid your Tax, PRSI etc. on your full salary when the deduction was taken. This is unpaid leave so no PRSI contribution is paid for the weeks you are availing of the unpaid leave.

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

- 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
 - Tax refund are not withheld
 - All calculations subject to rounding
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- 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 = €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 non work week
 - Amount to be collected = (€461.54 – €50) * 4 = €1646.16
 - 4 weeks of SWY payments require to be collected over the 48 weeks is €1646.16 (€411.54 * 4)
 - SWY Weekly Deduction therefore would be €34.19 (€1646.16/48)
 - SWY Weekly Allowance pro-rata payment = €461.54 (€411.54 + €50 Tax Rebate)

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. Your PRSI weeks will also be reduced example if you avail of six weeks Shorter Working Year, your PRSI weeks will be reduced from 52 to 46. 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/>