

Casual employees:

Members working on a casual basis may not have fixed weekly/monthly hours of work.

In such cases, you need to record all the hours worked and then calculate a weekly average over a given period as follows:

Example of a monthly payroll:

Month	Casual Hours Worked During Month
April	15.00
May	15.75 (15 Hours 45 Minutes)
June	25.50 (25 Hours 30 Minutes)
July	08.00
August	00.00
September	18.75 (18 Hours 45 Minutes)
October	22.25 (22 Hours 15 Minutes)
November	15.00
December	05.75 (5 Hours 45 Minutes)
January	12.50 (12 Hours 30 Minutes)
February	14.00
March	19.25 (19 Hours 15 Minutes)
Total hours worked for 1st April 20xx to 31st March 20xx	171.75 (171 Hours 45 Minutes for year)

Average weekly hours of work:

$$\begin{array}{l} \text{Hours worked in the year:} \\ \text{Weeks in year:} \end{array} \quad \frac{171.75}{52.1429} = 3.29 \text{ hours per week}$$

If we assume that an equivalent full-time employee would have worked 37 hours per week, the scheme member's period of LGPS membership would be shown as follows:

The Average casual hours that need to be provided to the Fund after that particular year end: 1st April 20xx to 31st March 20xx: **3.29 / 37.00**

This thereby builds up a year-on-year service history for casual employees.