



# Data Tips: How to Calculate Staff FTE

## FTE Formula:

$$\frac{\text{Number of hours per day worked} \times (\text{number of days worked})}{(\text{hours in school day}) \times (\text{total days in school year})}$$

## FTE for staff who work at multiple schools

**Example:** School year is defined as 180 days (5 days a week for 36 weeks), and school day is 6 hours long. Teacher works 5 days per week—2 days in School A and 3 days in School B.

For School A, teacher works 6 hours per day (in a 6-hour school day) for 72 days of 180 days.

$$FTE = \frac{(6 \text{ hours per day worked}) \times (72 \text{ days worked})}{(6 \text{ hours in school day}) \times (180 \text{ total days in school year})} = 0.40$$

For School B, teacher works 6 hours per day (in a 6-hour school day) for 108 days of 180 days.

$$FTE = \frac{(6 \text{ hours per day worked}) \times (108 \text{ days worked})}{(6 \text{ hours in school day}) \times (180 \text{ total days in school year})} = 0.60$$

## FTE for staff who work less than a full day

**Example:** School year is defined as 180 days (5 days a week for 36 weeks), and school day is 6 hours long. Teacher works 3 hours per day, 5 days a week.

$$FTE = \frac{(3 \text{ hours per day worked}) \times (180 \text{ days worked})}{(6 \text{ hours in school day}) \times (180 \text{ total days in school year})} = 0.50$$

*Full-time equivalent (FTE) is a unit that indicates the workload of an employed person in a way that makes workloads comparable across various contexts.*

*FTE is used to measure a worker's service in a place (e.g., school). FTE is the number of total hours the person is expected to work divided by the maximum number of compensable hours in a full-time schedule.*

*An FTE of 1.00 means that the person is equivalent to a full-time worker, while an FTE of 0.50 signals that the worker is only half-time.*



### FTE for staff who do not work a full school year

**Example:** School year is defined as 180 days (5 days a week for 36 weeks), and school day is 6 hours long. Teacher works 6 hours per day for 135 days.

$$FTE = \frac{(6 \text{ hours per day worked}) \times (135 \text{ days worked})}{(6 \text{ hours in school day}) \times (180 \text{ total days in school year})} = 0.75$$

### FTE for staff who work less than a full day for less than the full school year

**Example:** School year is defined as 180 days (5 days a week for 36 weeks), and school day is 6 hours long. Teacher works 3 hours per day for 90 days.

$$FTE = \frac{(3 \text{ hours per day worked}) \times (90 \text{ days worked})}{(6 \text{ hours in school day}) \times (180 \text{ total days in school year})} = 0.25$$

### FTE for staff who work in school with short hours

**Example:** School year is defined as 180 days (5 days a week for 36 weeks), and school day is 3 hours long. Teacher works 3 hours per day for 180 days.

$$FTE = \frac{(3 \text{ hours per day worked}) \times (180 \text{ days worked})}{(3 \text{ hours in school day}) \times (180 \text{ total days in school year})} = 1.00$$