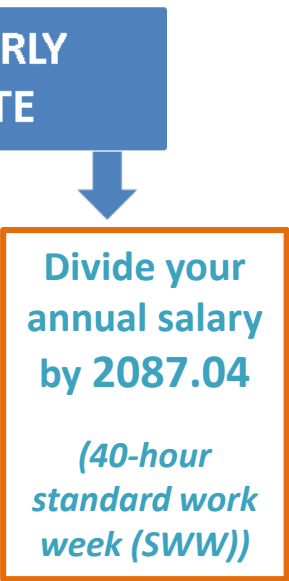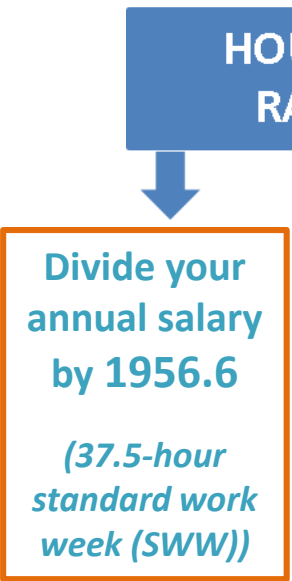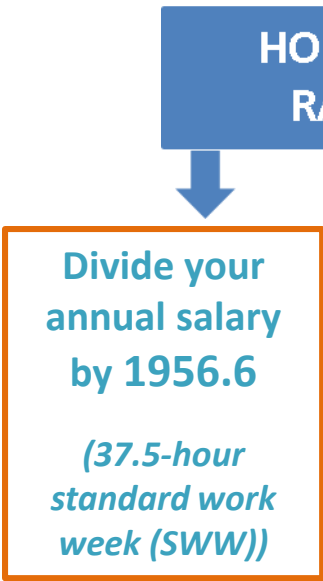# ANNEX 1 – Calculating Your Basic Pay

You may calculate your basic pay using different formulas, depending on whether you want to confirm your bi-weekly, daily, or hourly pay.

You will first need to confirm your annual rate of pay, as well as whether your Collective Agreement defines full-time hours as 37.5 hours per week or 40 hours per week.

Now, let's have a closer look at the calculations!

FULL-TIME

BI-WEEKLY RATE

Divide your annual salary by 26.088

DAILY RATE

Divide your annual salary by 260.88

HOURLY RATE

Divide your annual salary by 1956.6

(37.5-hour standard work week (SWW))

Divide your annual salary by 2087.04

(40-hour standard work week (SWW))

PART-TIME

HOURLY RATE

Divide your annual salary by 1956.6

(37.5-hour standard work week (SWW))

Divide your annual salary by 2087.04

(40-hour standard work week (SWW))

Multiply your hourly rate by the number of hours you work:

- per day to obtain your **daily** rate
- per week to obtain your **weekly** rate
- per week times 2 to obtain your **bi-weekly** rate

STUDENT

Multiply your hourly rate by the number of hours you work:

- per day to obtain your **daily** rate
- per week to obtain your **weekly** rate
- per week times 2 to obtain your **bi-weekly** rate

If you do not know your actual rate of pay, you may calculate it using your pay stub.

FULL-TIME

Multiply your bi-weekly pay rate by 26.088.

PART-TIME

Divide your basic (or acting) pay amount by the number of hours you work per pay period to obtain your hourly rate.

Multiply your hourly rate by
- 1956.6 (37.5-hour SWW), or
- 2087.04 (40-hour SWW).

STUDENT

Divide your basic pay amount by the number of hours you work per pay period to obtain your hourly rate.

Want to know where these numbers come from? Let's go back to the basics!

We all know there are 365 calendar days in a year… Well… Not exactly.
To calculate gross salaries, Treasury Board has taken into account the fact there is a Leap Year every 4 years, which brings the average year to 365.25 days.

Now, let's do the math!

YEAR 1		YEAR 2		YEAR 3		YEAR 4		TOTAL		4 YEARS		AVERAGE YEAR
365 days	+	365 days	+	365 days	+	366 days LEAP YEAR	=	1461 days	÷	4 YEARS	=	365.25 days

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We can now calculate the average number of weeks per calendar year.

365.25 days	÷	7 days	=	52.176 weeks

And we can calculate the average number of bi-weekly pays per calendar year.

365.25 days	÷	14 days	=	26.088 bi-weekly pays

We can also calculate the average number of days of work per calendar year.

52.176 weeks	×	5 work days per week	=	260.88 work days per year

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And we can calculate the average number of hours of work per calendar year, depending if the standard work week is 37.5 or 40 hours.

52.176 weeks	×	37.5 hours per week	=	1956.6 hours per year
52.176 weeks	×	40 hours per week	=	2087.04 hours per year