

Annual and Statutory Leave – Entitlement Calculations

1. Full time – Full year entitlement

Less than 5 years' service – 26 days per year

More than 5 years' service – 31 days per year

2. Part time – full year leave entitlement

The calculation to be used for **part time employees** is calculated as follows: -

(Contracted hours per week ÷ 5) x (f/t annual leave entitlement + bank holidays that fall in the relevant year) = total leave entitlement in hours

For example:

Jo works 18.5 hours per week, her entitlement if she was full time would be 26 days plus 8 bank holidays (34 day in total). Her part time entitlement is calculated as follows:

$(18.5 \div 5) \times (26 + 8) = 125.8$ Hours

3. Full time employees – part year

The calculation to be used for **full time employees** who start mid-way through the leave year is calculated as follows: -

(Leave entitlement (in days) ÷ 365) x number of actual days from start date to 31 March = annual leave entitlement for the part year worked)

For example:

Claire is full time and her leave entitlement for a full year is 26 days annual leave, she started on 6 July. Her leave entitlement from 6 July to 31 March is calculated as follows:-

$(26 \div 365) \times 270 = 19.2$ days rounded down to 19 days

3.1. Part time employees - part year

For part time employees starting or leaving part way through a leave year, the entitlement is calculated as follows;-

(Leave entitlement, inclusive of bank holidays (in days) x 7.4) x (number of months from start date to end of year ÷ 12) x (No. of days worked per week ÷ 5)

For example:

Jamie is entitled to 34 days' annual leave, (26 day plus 8 bank holidays), started working on 1 October and works 2.5 days per week. His part time leave entitlement is calculated as follows:-

$(34 \times 7.4) \times (6 \div 12) \times (2.5 \div 5) = 62.9$ hours

4. Leavers – Full time

The annual leave entitlement of employees leaving the Council is proportionate to their completed service during the year, rounded to the nearest ½ day.

The calculation to be used for **full time employees** who leave is calculated as follows: -

$(\text{Leave entitlement (in days)} \div 365) \times \text{number of actual days from 1}^{\text{st}} \text{ April to leaving date} = \text{leave entitlement for the part year worked}$

For example:

Sarah is full time and her leave entitlement for a full year is 26 days annual leave, she is leaving on 29 July. Her leave entitlement from 1st April to 29 July is calculated as follows:-

$$26 \div 365 \times 121 = 8.5 \text{ days}$$

4.1. Leavers – Part time

The calculation to be used for **part time employees** who leave is calculated as follows:-

$(\text{Leave entitlement, including bank holidays (in days)} \times 7.4) \times (\text{number of months from 1}^{\text{st}} \text{ April to leaving date} \div 12) \times (\text{No. of days worked per week} \div 5)$

For example:

Jason is entitled to 26 days annual leave, plus 8 bank holidays (34 in total), who is leaving on 30 September and works 2.5 days per week, his part time leave entitlement is calculated as follows:

$$(26+8) \times 7.4 \times (6 \div 12) \times (2.5 \div 5) = 62.9 \text{ hours}$$

5. Part time –full year leave entitlements

Part time annual leave entitlements will change each year depending on the number of bank holidays that fall within that leave year.

The tables below give three examples of part time employee's leave entitlement when there are 8, 6 or 10 bank holidays in the leave year.

| Hours worked per week | Less than 5 years' Service (26 days entitlement) + 8 BH that fall in the relevant leave year | More than 5 years' service (31 days entitlement) + 8 BH in total (39) that fall in relevant leave year |
|-----------------------|--|--|
| 18.5 (2.5days) | 125.8 | 144.3 |
| 22.2 (3 days) | 150.96 | 173.16 |
| 29.6 (4 days) | 201.28 | 230.88 |
| 37 (5 days) | 251.6 | 288.6 |

| Hours worked per week | Less than 5 years' Service (26 days entitlement) + 10 BH in total (36) that fall in the relevant leave year | More than 5 years' service (31 days entitlement) + 10 BH in total (41) that fall in relevant leave year |
|-----------------------|---|---|
| 18.5 (2.5days) | 133.2 | 151.7 |
| 22.2 (3 days) | 159.84 | 182.04 |
| 29.6 (4 days) | 213.12 | 242.72 |
| 37 (5 days) | 266.4 | 303.4 |

| Hours worked per week | Less than 5 years' Service (26 days entitlement) + 6 BH in total (32) that fall in the relevant leave year | More than 5 years' service (31 days entitlement) + 6 BH in total (37) that fall in relevant leave year |
|------------------------------|---|---|
| 18.5 (2.5days) | 118.4 | 136.9 |
| 22.2 (3 days) | 142.08 | 164.28 |
| 29.6 (4 days) | 189.44 | 219.04 |
| 37 (5 days) | 236.8 | 273.8 |

6. Contract Changes During the Annual Leave Year

If an employee's contractual hours change part way through the annual leave year, their annual leave entitlement will be automatically amended by the HR system.

6.1. Part time to part time

If an employee is part time and the change in hours means that they are still classed as part time, their leave entitlement will be amended automatically and their leave entitlement will either reduce or increase depending on the change.

6.2. Part time to full time

If an employee increases their hours to full time their leave will change from an hourly entitlement to a daily entitlement. This means that their leave in hours will end on the date that they increase their hours and the employee will receive a new entitlement calculated in days. The employees leave entitlement will be appropriately adjusted.

6.3. Full time to part time

If an employee reduces their hours, their leave entitlement will change from a daily entitlement to an hourly entitlement. This means that their leave in days will end on the date that they increase their hours and will receive a new entitlement that will start on the date of their new contracted working hours. The employees leave entitlement will be appropriately adjusted.

6.4. Future Leave

Any future leave that has been booked in the HR and Payroll system and under the employee's previous contract hours will need to be withdrawn by the employee and resubmitted again so that the system can re-calculate the leave entitlement and take into account the new hours and working pattern.