

## Annual leave

### 1. Leave year – all employees

The leave year begins on the 1<sup>st</sup> April each year and ends on the following 31<sup>st</sup> March.

### 2. Taking annual leave

Annual leave should be taken within the leave year. However, managers can allow full time staff to carry over up to five working days into the next annual leave period.

Part time employees can carry the equivalent of one weeks leave over. i.e. if they work 18.5 hours per week, then they can carry 18.5 hours over into the next annual leave period.

Employees returning from Adoption/Maternity/sick leave will be allowed to carry over any untaken leave into the next leave year.

### 3. Annual leave entitlement

Your leave entitlement will vary dependent on spinal column point (SCP), length of Local Government service and the number of days contracted to work each week (see Table 1). The Employment Information System (EIS) will automatically calculate your leave for the year based upon this information. You can then request annual leave through the EIS for Employees Menu.

In the event that you are due to receive additional annual leave either through incremental progression or length of service, the increase to your annual leave will not apply until the start of your new leave year. Additional leave due to promotion will apply immediately.

**Table 1 – Effective from 1 April 2009**

Spinal Column Point	Working 1 day per week			Working 2 days per week			Working 3 days per week			Working 4 days per week			Working 5 days per week			Working 6 days per week		
	Service in Years			Service in Years			Service in Years			Service in Years			Service in Years			Service in Years		
	<5	5 to < 10	10 & >10	<5	5 to <10	10 & >10	<5	5 to <10	10 & >10	<5	5 to <10	10 & >10	<5	5 to <10	10 & >10	<5	5 to <10	10 & >10
Up to 12	4.5	5.5	5.5	9	11	11	14	16	16	18.5	21.5	21.5	23	27	27	27.5	32.5	32.5
13 to 21	4.5	5.5	5.5	9	11	11	14	16	17	18.5	21.5	22.5	23	27	28	27.5	32.5	33.5
22 to 28	5	5.5	6	10	11	11.5	15	16	17.5	20	21.5	23	25	27	29	30	32.5	35
29 to 40	5	5.5	6	10.5	11	11.5	15.5	16	17.5	21	21.5	23	26	27	29	31	32.5	35
41 & above	6	6	6.5	11.5	11.5	13	17.5	17.5	19	23	23	25.5	29	29	32	35	35	38.5
Chief Officers	6.5	6.5	7	13	13	14	19	19	21	26	26	28	34	34	37			

If the hours worked each day vary, then the leave entitlement will be expressed in hours rather than days. This will ensure the correct amount of leave is calculated. The calculation the EIS uses is as follows:

$$\text{Average daily hours} = \frac{\text{Hours contracted to work in a week}}{\text{Number of days worked in a week}}$$

Leave entitlement in hours = Leave entitlement in days x Average daily hours.

When leave is taken, whether it is a long day or a short one, the hours normally worked on that day will be deducted from the leave entitlement

**Example:** An employee on SCP 12, with less than 5 years service and working part-time 18 hours per week, 7 hours on Monday, 7 hours on Tuesday and 4 hours on Wednesday morning.

$$\text{Average daily hours} = \frac{18 \text{ hours per week}}{3 \text{ days per week}} = 6 \text{ hours}$$

The leave entitlement from Table 1 for someone on SCP 12, working 3 days per week with less than 5 years service is 14 days.

$$\text{Leave entitlement in hours} = 14 \text{ days} \times 6 \text{ hours} = 84 \text{ hours}$$

EIS will then show an entitlement to 84 hours annual leave. If the employee takes a day's leave on a Monday then the annual leave is reduced by 7 hours to 77 hours.

A calculation for Bank Holiday entitlement will also be shown on EIS (please refer to Bank Holidays in Section 10).

**Note:** All calculations will be rounded up or down to the nearest half. For example 20.3 days would be 20½ days and 21.2 days would be 21 days. The same applies with hours; 60.4 hours would be 60½ hours.

**Calculating annual leave when reduce/increase hours:**

**Updated 03/14  
Last reviewed 03/14**

When an employee reduces/increases their hours, then the leave for the year needs to be apportioned accordingly using the above calculation.

**Leavers:**

If people leave the organisation the following calculations will be used to calculate their holiday pay. We would normally expect managers to ask their employees to use up all their annual leave, but in exceptional circumstances, i.e. not returning after maternity the calculation below is used:

For full time staff:

Annual salary + LFW / 365 x days owed = £X before deductions.

For part time staff:

Hourly rate + LFW x hours owed = £X before deductions