

# Terms & Conditions

## Appendix C: Annual Leave Calculation for Non-Standard Working Patterns

Version: 1.1



## Annual leave and public holiday entitlements

<b>Public Holidays</b>	= 12 days (floating and/or fixed)
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<b>Annual Leave Entitlement</b>	<b>Under 5 years' service = 21 days per annum</b>
Calculation for 35-hour FTE post	21 days + 12 days x 7 hours per day = 231 hours
Calculation for 37-hour FTE post	21 days + 12 days x 7.4 hours per day = 244.2 hours
Calculation for 38-hour FTE post	21 days + 12 days x 7.6 hours per day = 250.8 hours

<b>Annual Leave Entitlement</b>	<b>More than 5 years but under 10 years' service = 26 days per annum</b>
Calculation for 35-hour FTE post	26 days + 12 days x 7 hours per day = 266 hours
Calculation for 37-hour FTE post	26 days + 12 days x 7.4 hours per day = 281.2 hours
Calculation for 38-hour FTE post	26 days + 12 days x 7.6 hours per day = 288.8 hours

<b>Annual Leave Entitlement</b>	<b>10 years' service and over = 29 days per annum</b>
Calculation for 35-hour FTE post	29 days + 12 days x 7 hours per day = 287 hours
Calculation for 37-hour FTE post	29 days + 12 days x 7.4 hours per day = 303.4 hours
Calculation for 38-hour FTE post	29 days + 12 days x 7.6 hours per day = 311.6 hours

## Additional information

- Annual Leave & Public Holiday Entitlement for Non-Standard working patterns should always be worked out in hours and includes Public Holiday entitlement within the calculation
- Annual Leave & Public Holiday Entitlement should be rounded to one decimal place
- When annual leave is taken, this must be taken in full hours only i.e. someone with 21.4 hours could only take 21 hours and the 0.4 would carry forward and be added to other hours gained in any one leave year.

- Part Time employees must receive Public Holidays pro-rata to their hours of work.
- When a public holiday falls on the day the employee normally works, then the normal working hours must be deducted from their entitlement total.
- Term Time employees within Schools receive a payment in respect of public holidays within their salary
- Casual Workers receive a payment for annual leave within their hourly rate

## Calculation examples

### Example 1

Contracted Hours = 17½ per week for a new start (less than 5 years' service)

$$\frac{17.5 \text{ (hours)} \times 231 \text{ (holiday hours)}}{35 \text{ (FTE hours per week)}}$$

**= 115.5 hours**

\*if 35 is the Full Time equivalent for the post

### Example 2

Contracted Hours = 17½ per week for a new start (less than 5 years' service)

$$\frac{17.5 \text{ (hours)} \times 244.2 \text{ (holiday hours)}}{37 \text{ (FTE hours per week)}}$$

**= 115.5 hours**

\*if 37 is the Full Time equivalent for the post

### Example 3

Contracted Hours = 20 per week for employee with 7 years' service

$$\frac{20 \text{ (hours)} \times 288.8 \text{ (holiday hours)}}{38 \text{ (FTE hours per week)}}$$

**= 152 hours**

\*if 38 is the Full Time equivalent for the post

**Example 4**

Contracted Hours = 10 per week for employee with 7 years' service

$$\frac{10 \text{ (hours)} \times 288.8 \text{ (holiday hours)}}{*38 \text{ (FTE hours per week)}}$$

**= 76 hours**

\*if 38 is the Full Time equivalent for the post

**Example 5**

Contracted Hours = 30 per week for employee with 10 years' service

$$\frac{30 \text{ (hours)} \times 287 \text{ (holiday hours)}}{*35 \text{ (FTE hours per week)}}$$

**= 246 hours**

\*if 35 is the Full Time equivalent for the post

**Example 6**

Contracted Hours = 20 per week for employee with 10 years' service

$$\frac{20 \text{ (hours)} \times 311.6 \text{ (holiday hours)}}{*38 \text{ (FTE hours per week)}}$$

**= 164 hours**

\*if 38 is the Full Time equivalent for the post