

# Terms & Conditions Appendix C:

## Annual Leave Calculation for Non Standard Working Patterns Version: 1



North Ayrshire Council  
Comhairle Siorrachd Àir a Tuath

<b>Public Holidays</b>	<b>= 12 days (floating and/or fixed)</b>
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<b>Annual Leave Entitlement</b>	<b>Less than 5 years' service = 20 days per annum</b>
Calculation for <b>35</b> hour FTE post	20 days + 12 days x 7 hours per day = <b>224</b> hours
Calculation for <b>37</b> hour FTE post	20 days + 12 days x 7.4 hours per day = <b>236.8</b> hours
Calculation for <b>38</b> hour FTE post	20 days + 12 days x 7.6 hours per day = <b>243.2</b> hours
<b>Annual Leave Entitlement</b>	<b>More than 5 years but less than 10 years' service = 25 days per annum</b>
Calculation for <b>35</b> hour FTE post	25 days + 12 days x 7 hours per day = <b>259</b> hours
Calculation for <b>37</b> hour FTE post	25 days + 12 days x 7.4 hours per day = <b>273.8</b> hours
Calculation for <b>38</b> hour FTE post	25 days + 12 days x 7.6 hours per day = <b>281.2</b> hours
<b>Annual Leave Entitlement</b>	<b>10 years' service and over = 28 days per annum</b>
Calculation for <b>35</b> hour FTE post	28 days + 12 days x 7 hours per day = <b>280</b> hours
Calculation for <b>37</b> hour FTE post	28 days + 12 days x 7.4 hours per day = <b>296</b> hours
Calculation for <b>38</b> hour FTE post	28 days + 12 days x 7.6 hours per day = <b>304</b> 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)

$$\frac{17.5 \text{ (hours)} \times 224 \text{ (holiday hours)}}{*35 \text{ (FTE hours per week)}}$$

$$= 112 \text{ hours}$$

\*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)

$$\frac{17.5 \text{ (hours)} \times 236.8 \text{ (holiday hours)}}{*37 \text{ (FTE hours per week)}}$$

**= 112 hours**

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

**Example 3.**

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

$$\frac{20 \text{ (hours)} \times 281.2 \text{ (holiday hours)}}{*38 \text{ (FTE hours per week)}}$$

**= 148 hours**

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

**Example 4.**

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

$$\frac{10 \text{ (hours)} \times 281.2 \text{ (holiday hours)}}{*38 \text{ (FTE hours per week)}}$$

**= 74 hours**

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

**Example 5.**

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

$$\frac{30 \text{ (hours)} \times 280 \text{ (holiday hours)}}{*35 \text{ (FTE hours per week)}}$$

**= 240 hours**

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

**Example 6.**

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

$$\frac{20 \text{ (hours)} \times 304 \text{ (holiday hours)}}{*38 \text{ (FTE hours per week)}}$$

**= 160 hours**

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