

Terms & Conditions

Appendix C: Part Leave Year Annual Leave Calculation

Version: 1.2



Standard full leave year entitlement

Length of service at commencement of leave year	Annual leave and public holiday entitlement for all local government employees	Total number of days	Total number of hours (35 hrs)
Under 5 Complete years	21 days +12 public holidays (fixed / floating)	33	231
Over 5 Complete years but under 10 years	26 days +12 public holidays (fixed / floating)	38	266
10 Complete years or more	29 days +12 public holidays (fixed / floating)	41	287

Part leave year entitlement

Part year leave is calculated in complete months or half months and is inclusive of public holidays on the basis of the following:

New starts

- Count the number of complete months or half months remaining
- Divide this by 12
- then multiply by leave entitlement (pro-rated for part time employees)
- deduct any fixed public holidays remaining for the year (Full Time employees only as part time employees have this built into Annual Leave calculation)

= leave entitlement

Example 1: full-time new start

Employee starts work on 14th February with the North Ayrshire Council, they work full time hours of 35 hours per week. There are 10.5 complete months remaining in the year.

$$10.5 / 12 \times 33 \text{ days} = 28.9 \text{ days}$$

less 6 fixed public holidays remaining for year

$$= 22.9 \text{ days leave entitlement left to take}$$

Example 2: part-time new start

Employee starts work on 14th February with the North Ayrshire Council, they work part time hours of 20 hours per week (over 4 days at 5 hours per day). There are 10.5 complete months remaining in the year.

$$10.5 / 12 \times 231 = 202.1 \text{ hours}$$

(Public Holiday entitlement is built into Part Time Annual Leave calculation and these get deducted from entitlement where a Fixed Public Holiday falls on their normal working day)

Please note 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.

Leavers

- Count the number of complete months or half months already passed
 - Divide this by 12
 - Then multiply by leave entitlement (pro-rated for p/t)
 - Deduct any fixed public holidays already taken
- = leave entitlement

Example 1: full-time leaver

Employee leaves the Council on 6th June with 15 years' service. They worked 35 hours per week. They have taken 6 days annual leave. There are 5 completed working months in the year.

Full year entitlement = 41 days

Part year entitlement 41 days / 12 months x 5 months = 17.1 days

less 5 fixed public holidays taken (5 days)

= **12.1 days**

When completing termination paperwork, any annual leave already taken must also be deducted. This employee had already used 6 days leave so their remaining balance is **6.1 days**.

Example 2: part-time leaver

Employee leaves the Council on 6th June with 15 years' service. They worked 20 hours per week over 4 days at 5 hours per day. They have taken 20 hours annual leave. There are 5 completed working months in the year.

Full year entitlement = 20 hours x 287 hours / 35 hours = 164 hours

Part year entitlement = 164 hours / 12 months x 5 months = 68.3 hours

less 3 days fixed public holidays remaining at 5 hours per day:

(3 days x 5 hours) = 15 hours

= 53.3 hours

When completing termination paperwork, any annual leave already taken to date must also be deducted from this total. As this employee had already used 20 hours leave their remaining balance is **33.3 hours**.