

# Terms & Conditions Appendix D:

## Part Leave Year Annual Leave Calculation Version: 1



North Ayrshire Council  
Comhairle Siorrachd Àir a Tuath

Length of Service at Commencement of Leave Year	Annual Leave and <a href="#">Public Holiday Entitlement</a> for all Local Government Employees	Total Number of Days	Total Number of Hrs
Less than 5 Complete years	20 days +12 public holidays (fixed/ floating)	32	224
5 Complete years but less than 10	25 days +12 public holidays (fixed/ floating)	37	259
10 Complete years or more	28 days +12 public holidays (fixed/ floating)	40	280

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

<p><b><u>New Starts</u></b></p> <ul style="list-style-type: none"> <li>Count the number of complete months or half months remaining</li> <li>Divide this by 12</li> <li>then multiply by leave entitlement (pro-rated for part time employees)</li> <li>deduct any fixed <a href="#">public holidays</a> remaining for the year (Full Time employees only as part time employees have this built into Annual Leave calculation)</li> </ul> <p style="text-align: center;">= Leave entitlement</p>
<p><b><u>Example 1. Full Time New Start</u></b></p> <p><i>Employee starts work on 14<sup>th</sup> February with the North Ayrshire Council, they work full time hours of 35 hour per week. There are 10.5 complete months remaining in the year.</i></p> <p style="text-align: center;"><b><math>10.5/12 \times 32 \text{ days} = 28 \text{ days}</math></b>  <i>less 6 fixed <a href="#">public holidays</a> remaining for year</i>  <b>= 22 days leave entitlement left to take</b></p>
<p><b><u>Example 2. Part Time New Start</u></b></p> <p><i>Employee starts work on 14<sup>th</sup> February with the North Ayrshire Council, they work part time hours of 20 hour per week (over 4 days at 5 hours per day). There are 10.5 complete months remaining in the year.</i></p> <p style="text-align: center;"><b><math>10.5/12 \times 224 = 196 \text{ hours}</math></b></p> <p><i>(Public Holiday entitlement is built into Part Time Annual Leave calculation and these get deducted from entitlement where a Fixed <a href="#">Public Holiday</a> falls on their normal working day)</i></p>
<p><b><u>Leavers</u></b></p> <ul style="list-style-type: none"> <li>Count the number of complete months or half months already passed</li> <li>Divide this by 12</li> <li>Then multiply by leave entitlement (pro-rated for p/t)</li> </ul>

- Deduct any fixed public holidays already taken

**= Leave entitlement**

### **Example 1. Full Time Leaver**

*Employee leaves the Council on 6<sup>th</sup> 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 = 40 days  
 Part year entitlement 40 days /12months x 5months = 17 days  
 less 5 fixed public holidays taken (5 days)  
**= 12 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 days**.*

### **Example 2. Part Time Leaver**

*Employee leaves the Council on 6<sup>th</sup> 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 = 20hrs x 280hrs/ 35hrs = 160hrs  
 Part year entitlement = 160hrs/ 12months x 5months = 67hrs  
 less 3 days fixed public holidays remaining at 5hrs per day (3days x 5hrs) = 15hrs  
**= 52hrs**

*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 **32hrs**.*