

APPENDIX 2 – ANNUAL LEAVE CALCULATION EXAMPLES

Annual leave can be calculated using the following five steps:

1. Ascertain the number of years reckonable service the individual has (see part 2, point 1.3)
2. Ascertain the number of annual leave days the individual is entitled to for full-time in a full year (see part 3, point 1.2)
3. Ascertain the number of hours this equates to, based on the individual's contracted hours per week (see appendix 1)
4. Ascertain the bank holiday entitlement of the individual from appendix 1 (calculated pro rata for part-time workers)
5. Add the annual leave and bank holiday entitlement together

If the individual has not worked a full annual leave year, in addition:

1. Calculate the reduced entitlement for both annual leave and Bank Holidays

Example A:

Employee A works 21 hours per week, commenced work with the CCG on the 1 April and has 1 year reckonable service. Using the 5 steps above:

1. 1 years' service
2. 27 days Annual leave
3. This equates to 113.5 hours annual leave based on 21 hours per week
4. Plus 33.5 hours Bank Holiday
5. = 147 hours leave per year (as the employee is working the full calendar year)

Example B:

Employee B works 30 hours per week, commenced work with the CCG on the 6 November and has 15 years reckonable service. Using the 5 steps above:

1. 15 years service
2. 33 days Annual leave
3. This equates to 198 hours annual leave based on 30 hours per week
4. Plus 48.0 hours Bank Holiday (6.1 hours per bank holiday)
5. = 246 hours leave per year (based on the full calendar year)

There are 145 days between 6 November and the end of March (the end of the holiday year) therefore employee B is entitled to $\frac{198}{365} \times 145 = 98$ hours annual leave in their first year

There are 3 remaining Bank Holidays in that year (Christmas and New Year) therefore they are also entitled to 18.3 hours Bank Holiday (6.1 hours x 3).

Term time only working examples

Example 1

Agreement is made for X to work 37.5 hours per week for 39 weeks per year. X is a new starter entitled to 27 days annual leave.

Average number of hours worked per week will be $\frac{37.5 \times 39}{52.143} = 28.05$ per week

Entitlement will be $28.05/5 \times 27 = 151.5$ hours

General public holiday entitlement will be $28.05/5 \times 8 = 45$ hours

Example 2

Agreement is made for Y to work 20 hours per week for 39 weeks per year. Y has 6 years' service and is entitled to 29 days annual leave

Average number of hours worked per week will be $\frac{20 \times 39}{52.143} = 14.96$ per week

Entitlement will be $14.96/5 \times 29 = 87$ hours

General public holiday entitlement will be $14.96/5 \times 8 = 24$ hours