**Edinburgh Napier University**

**Annual Leave Policy**

1. **Introduction**

This guidance provides information regarding the University’s Annual Leave provisions and explains entitlements for employees. Annual Leave is made up of paid Personal Holiday and Fixed Leave entitlements. The purpose of paid Annual Leave entitlement is to enable employees to rest and enjoy a period of relaxation and leisure. This guidance takes into account the Working Time Regulations 1998 (as amended). These Regulations entitle workers (including part-time and most agency and freelance workers) to:

• 28 days paid leave per year (from 1 April 2009)

• Payment for untaken Statutory Leave entitlement on termination of employment.

The University provides enhanced entitlements for its employees which are detailed below.

Since the launch of HR Connect in October 2011, leave entitlement is calculated and shown in hours.

1. **Eligibility**

To qualify for University Annual Leave entitlements the individual must be an employee of the University.

If an employee works part-time, their leave entitlement is based on full-time leave allowances, calculated on a pro-rata basis.

Casual workers are not eligible for the University’s enhanced Annual Leave entitlements. They are eligible to recieve statutory holiday entitlement, which is accrued at a rate of 12.07% and is paid in addition to their normal hourly rate. Their holiday pay is shown separately on their payslip.

Zero hour lecturers accrue the University’s enhanced Annual Leave which is accrued and paid at a rate of 21.5% per hour (based on the Academic HE2000 entitlement), in addition to their normal hourly rate. Their holiday pay is separately shown on their payslip.

In-line with the Agency Workers Regulations 2011, Temporary Agency Workers are entitled to an Annual Leave entitlement equivalent to a comparable University employee in the same staff category, when they have completed an assignment of over 12 weeks. Prior to the completion of 12 weeks service, they will receive payment for statutory holiday entitlement, in addition to their normal hourly rate.

1. **Annual Leave Year**

The University’s Leave year runs from 1 September to 31 August.

1. **Annual Leave Entitlement**

An employee’s entitlement is made up of Personal Holiday and Fixed Leave (fixed leave is known as public holidays on HR Connect).

The amount of paid Personal Holidays and Fixed Leave an employee is entitled to depends on their staff category.

Annual Leave entitlement is detailed in an employee’s Principal Statement of Terms and Conditions.

All employees will be able to view their Annual Leave entitlement in hours through HR Connect. Entitlement is calculated to the nearest quarter of an hour.

For information about how to calculate a full-time member of staff’s annual leave entitlement please view **APPENDIX A**.

***Note – Professional Service staff and Reckonable Service***

Professional Service staff with five years’ reckonable service are entitled to an additional five days Personal Holiday entitlement. Where the five years’ service takes effect from a date after the start of the leave year, the additional five days will be pro-rated based on months worked that year. Where the reckonable service date is before the 15th of the month, the change will take effect from the 1st of the current month. Where the reckonable service date is on or after the 15th of the month, the increase will be effective from the 1st of the following month.

Thereafter, the personal holiday entitlement from the start of the next leave year will be 26 days (188.5 hours personal holiday entitlement plus 101.5 hours = 290 hours).

For a break-down of additional personal holiday entitlement per month please view **APPENDIX B.**

**4.1 Fixed Leave**

The University has 14 days Fixed Leave per year, and they are as follows:

Edinburgh September holiday 1 day

Christmas Vacation 8 days

Good Friday 1 day

Easter Monday 1 day

Edinburgh Spring Holiday 1 day

Mid-term 2 days

The dates and days of the week that these Fixed Leave days fall can vary from year to year.

The University is closed on these days and, therefore, employees cannot normally attend work.

To view the Fixed Leave dates for the current leave year check [the HR intranet pages.](http://staff.napier.ac.uk/services/hr/workingattheUniversity/leave/Pages/Leave.aspx)

1. **Calculating Annual Leave Entitlement**
   1. **Calculating Part-time Annual Leave Entitlement**

Part-time employees are entitled to pro-rata Personal Holidays plus pro-rata Fixed Leave entitlement, which is calculated in accordance with the number of hours worked each week. Overall Annual Leave entitlement for part-timers is their pro-rata holiday entitlement and their Fixed Leave pro-rata entitlement added together.

HR Connect will automatically calculate part-time Annual Leave entitlement in hours. All part-time employees will be able to view their pro-rata Annual Leave entitlement in hours through HR Connect.

For information about how part-time annual leave is calculated please view **APPENDIX C, Section 1.**

##### 5.2 Calculating Part Year Leave Entitlement.

##### An employee does not have to work for any specified period of time before taking holidays.

##### When employment commences part way through a leave year the employee’s Annual Leave entitlement is based on the period from their start date until the leave year ends. Where the start date is before the 15th of the month, they will receive entitlement for that month. Where the start date is on or after the 15th of the month, they will receive entitlement starting on the 1st of the following month. Please view Appendix B for a breakdown of part year leave entitlement, dependant on months service.

##### The calculation is:

##### *Full leave entitlement in hours : 12 x number of months they will work in the current annual leave year.*

When an employee leaves part way through a year, entitlement is based on the period from the start of the Annual Leave year or their start date until their date of termination

For information about how part year annual leave entitlement is calculated please view **APPENDIX C, Section 2** and for a break-down of pro-rated entitlement per month service please view **APPENDIX D.**

**5.3 Part-Time / Part year example**

To calculate a part time pro rated entitlement

Full time part year entitlement (as above) / hours in a full-time week x their contractual hours per week

For information about how to calculate a change of hours during a holiday year please view **APPENDIX C, Section 3.**

1. **Compressed Hours Holiday Entitlement**

Staff working full-time hours, however, over a compressed week (e.g. a 4-day week or a 9-day fortnight) are entitled to full-time holiday entitlement, as holiday entitlement is based on FTE value.

However, due to their work patterns, which are made up of longer hours over fewer days, the hours worked in a day are not as per a standard day.

e.g. Full-time hours / days worked = hours worked in a compressed day

Therefore, a support employee working a 4 day week, would work 36.25 /4 = 9.0625 hours per day.

The holiday entitlement for an employee working compressed hours will be the same as a full-time member of staff within that employee category. However, each time the employee requests 1 days holiday, 9.0625 hours will be deducted from their Annual leave entitlement rather than 7.25 hours. NB – the actual reduction will vary according to the work pattern for that role.

When a fixed holiday falls on a non-working day, leave entitlement is not reduced for that day and hence is available to be booked as a Personal Holiday. The value will vary, depending on how the fixed holiday dates fall in that leave year.

1. **Sessional Staff**

Sessional staff take periods of unpaid leave throughout the year. Their Annual Leave entitlement is then pro-rated based on the number of weeks they actually work (40 weeks per year). This is then paid to the sessional member of staff as a holiday payment separate from their basic pay. The total payment is paid in 12 equal payments throughout the year.

1. **Security Staff**

Security staff work 40 hours per week. Their Personal Holiday entitlement is calculated as follows:

40 / 36.25 (hours in a normal Professional Service staff working week) x 21 days (or 26 days if 5 years reckonable service) x 7.25 hours = 168 hours per annum.

1. **Booking Personal Holidays**

All holidays must be approved in advance by the Line Manager.

Staff should book their leave as far in advance as possible to ensure that managers have the opportunity to plan during busy periods. The minimum amount of notice that should be given of intended holidays should be twice the number of days requested, e.g. for a request for five days leave, a minimum of ten working days notice should be given prior to the intended start date of the holiday.

Employees are encouraged to take at least one two week break per annual leave year, in order to sufficiently rest and relax. Annual Leave requests for periods in excess of 3 weeks should be exceptional and will be considered by the relevant Line Manager on a case by case basis, as business needs and cover arrangements require careful consideration in these instances.

All holiday requests will be initiated by employees through [HRConnect – Employee Self Service.](https://staffworkplace.napier.ac.uk/OnLineServices/Pages/HRConnect.aspx)  A [Quick Guide](http://staff.napier.ac.uk/services/hr/workingattheUniversity/HRISReplacement/Pages/Help%20and%20support.aspx) is available to help employees carry out some common tasks.

HRConnect will automatically deduct Personal Holidays and Fixed Leave from the full entitlement dependent on the employee’s work pattern and the days of the week that Fixed Leave days fall.

Holiday requests should be made in full days or half days, however, in exceptional circumstances individuals can request holidays in hours, using the “part-day” function. This will only be on an exceptional basis, in agreement with the relevant Line Manager, for instance, in order to use up remaining hours at the end of a leave year.

Employee’s should review their Peer Group calendar on HR Connect, where available, to check coverage in their department prior to submitting a holiday request.

Line Managers will consider all leave requests, taking into account the needs of the School / Service, which will include ensuring adequate cover is available at all times. Line Managers will approve leave through [HR Connect – People Manager](https://staffworkplace.napier.ac.uk/OnLineServices/Pages/HRConnect.aspx).

A request for Annual Leave will not be unreasonably refused. However, it may not always be possible to grant leave when the employee requests it. Therefore, employees must not make holiday arrangements until the time off has been approved. No responsibility will be taken for any holiday deposit paid or other losses incurred as a result of a failure to comply with this.

A notification email will be received by the employee from HR Connect, to confirm that their request has been either approved or rejected by their Line Manager.

If an employee wishes to cancel or alter a future holiday request they can do this through HR Connect and their Line Manager will receive a notification confirming this. If a booked holiday is not taken, the Line Manager must amend the holiday details, as holidays that were due to occur in the past cannot be modified by the employee.

All staff members will be able to view their booked holidays and remaining entitlement through HR Connect.

1. **Fixed Leave Entitlement**

At the beginning of each leave year the Fixed Leave dates for that year will be uploaded into HR Connect.

If one of the University’s Fixed Leave days fall on one of the days of the week that the employee would normallywork these hours will be subtracted from their Annual Leave entitlement. If the employee does not normally work on that day, the Fixed Leave date will still show on the Holiday Entitlement Summary screen on HR Connect but no hours will be deducted from their entitlement.

Dependent on the days of the week that the Fixed Leave dates fall, the hours deducted from an employee’s entitlement may vary slightly each year.

In exceptional circumstances, where an employee is required to work on a Fixed holiday the line manager can make an adjustment to the Leave taken, through HR Connect e.g. when working abroad or security staff.

##### Saturday and Sunday Working

For staff whose work pattern includes Saturday and Sunday working there will be times when they will not be able to work due to the University being closed (e.g. over the Christmas period and Easter weekend). These days are not part of these employees’ Fixed Leave entitlement. When the University is closed on a Saturday and Sunday forcing staff who normally work on these days to take leave, the hours worked on these days must be deducted from their Annual Leave entitlement.

1. **Notional Work Patterns**

Where staff work truly flexibly, they will be set up with a notional work pattern. This work pattern assumes that they work 5 days a week, and divides the contractual hours evenly across the days. Or, if a better fit solution can be created in conjunction with the line manager then it will be applied. As a result then when holidays are booked the hours taken off of the holiday entitlement balance may not be reduced as intended. To ensure that the balance is reduced appropriately a line manager can ask their HR Adviser to override the work pattern for any particular day on their behalf.

1. **Carrying Forward Holidays**

Employees **must** use their Annual Leave entitlement within the relevant Annual Leave year and in order to comply with the Working Time Regulations, must use, as a minimum, their statutory (28 days) leave each year. Line manager’s are responsible for ensuring their employees have the opportunity to take their annual leave and reports are available on HR Connect to allow line managers to monitor the annual leave taken by their direct reports.

Annual Leave entitlement not taken by the end of the current Annual Leave year will normally lapse, however employees can carry forward up to a maximum of five days Annual Leave entitlement from the previous leave year to the next, providing this is discussed and agreed in advance with the Line Manager. HR Connect will allow these exceptions to be recorded in the system. In exceptional circumstances, employees can carry more than five days, for the following specific reasons

* Where a worker is on 'long term' sick and is unable to take their statutory holiday before the end of the holiday year they are entitled to carry this forward into the next holiday year
* Where a worker has been on maternity leave, additional paternity leave, adoption leave or parental leave and have been unable to take their statutory holiday
* Where there is an exceptional business reason which has stopped them taking leave however this needs to be approved by a ULT member

Any Annual Leave entitlement which is carried forward must be taken as soon as is practical after the start of the new Annual Leave year and must be taken within the first 4 months (i.e. prior to the Christmas break) after which HR Connect will remove any unused allowance.

When booking holidays HR Connect warns the employee and line manager if entitlement for the year has been exceeded when creating a new holiday request. If this is authorised then the line manager must reduce the folllowing years entitlement accordingly.

1. **Late Return from Holiday**

If, for any reason, employees know that they will be late returning from Annual Leave, they must contact the University and notify their Line Manager of their late return as soon as possible. Failure to do so may render the employee liable to disciplinary action for unauthorised absence.

1. **Annual Leave whilst on an other Leave from the University**

**15.1 Sickness Absence**

If an employee is ill during a pre-booked period of Personal Holiday entitlement, they will be given Personal Holiday entitlement in lieu (the timing of which must be agreed with their Line Manager) provided they submit a medical certificate from their doctor.

If the employee is sick on a day they would not normally work (e.g. a weekend, Fixed Leave, or a University closure day), they will not receive any leave in lieu, unless their leave falls below the statutory minimum.

Employees will accrue Annual Leave entitlement during periods of sickness absence and these should be taken within the relevant leave year. However, statutory leave (28 days), untaken due to sickness absence could be paid for on termination of the employee’s employment or otherwise carried forward into the following leave year. Where a worker is on 'long term' sick e.g. where an employee is off sick for an entire leave year and has not been able to take any Annual leave and is unable to take their statutory holiday before the end of the leave year; they are entitled to carry this statutory leave forward into the next leave year.

However, where an employee has only been off work due to sickness absence for a few months then on their return to work they will be required to take their holiday at some point during the remainder of that holiday year, in the same way as someone who has not been off sick.   
  
There is no clear cut off point in terms of the length of absence at which an employee will be able to carry over their statutory leave into the next year. However, there may be situations where due to say operational requirements on their return to work and/or the length or timing of absence eg they have been off for the majority of the leave year (say 11 mths) or their sickness absence occurs half way through the leave year and they don't return to work before the end of that leave year, they have not be able to take their holiday entitlement. In this case, you will be expected to allow them to carry forward their statutory entitlement as the reason they weren't able to take leave was due their sickness absence.

Any statutory leave carried over for this reason may not be carried forward again beyond the end of that following leave year into any subsequent leave year.

For more information please view the [Sickness Absence Policy](http://staff.napier.ac.uk/services/hr/Documents/Policies/Sickness%20Absence%20Policy.doc).

**15.2 Maternity / Adoption / Addition Paternity / Parental Leave**

The employee is entitled to accrue Annual Leave during maternity / adoption / additional paternity and parental Leave periods and these should be taken within the relevant leave year.

It is not possible for an employee to take Annual Leave at the same time as maternity, additional paternity, parental or adoption leave. It will usually be possible for an employee to use any untaken leave either before or after the period of leave. The line manager and the employee should incorporate Annual Leave arrangements into their planning wherever possible. Annual Leave should be taken as soon as practicable upon return from these types of leave.

Statutory annual leave (28 days), untaken due to maternity, additional paternity, parental or adoption leave could be paid for on termination of the employee’s employment or otherwise carried forward into the following leave year. E.g. Where a worker is off for an entire leave year and has not been able to take any Annual leave and is unable to take their statutory holiday before the end of the leave year; they are entitled to carry this statutory leave forward into the next leave year.

There is no clear cut off point in terms of the length of absence at which an employee will be able to carry over their statutory leave into the next year. However, there may be situations where due to say operational requirements on their return to work and/or the length or timing of absence eg they have been off for the majority of the leave year (say 11 mths) or their sickness absence occurs half way through the leave year and they don't return to work before the end of that leave year, they have not be able to take their holiday entitlement. In this case, the University will allow them to carry forward their statutory entitlement, as the reason they weren't able to take leave was due their use of one the these policies.

Employees on Maternity Leave will accrue any fixed-leave days that fall on the days of the week that they would normally work. If the employee is part-time they will accrue this on a pro-rata basis, dependant on their weekly hours of work.

**15.3 Ordinary Paternity Leave**

Ordinary Paternity Leave is for a 2 week period which, therefore, does not affect Annual Leave entitlement, however, if a Fixed-Leave holiday falls during an individual’s Paternity Leave period their Paternity Leave absence will cease for that day and a day will therefore be added to the end of their Paternity Leave Period.

For more information please view the relevant University policy:

<http://staff.napier.ac.uk/services/hr/hrdocuments/Pages/Documents.aspx>

1. **Leaving the University**

If an employee leaves part way through the leave year, their entitlement is calculated as detailed in the Calculating Part Year Leave Entitlement section. In this event , the relevant time period will be from 1 September until their effective date of termination.

All outstanding Annual Leave entitlement must be taken prior to leaving the University.

No payment in lieu will be made for any Annual Leave entitlement not taken at the end of the Annual Leave year, unless the employee has been unable to take outstanding leave prior to their employment with the University terminating.

In exceptional circumstances the Line Manager can agree to authorise the payment of any outstanding holidays to be paid in their final salary. Please note that payments should only be made if an employee has been unable to take their accrued holiday entitlement due to particular business needs. Line Managers should make every effort to ensure that employees are given the opportunity to use any accrued leave before they leave the University.

If an employee has taken more Annual Leave than their pro-rata entitlement at the time of leaving the University, an amount equating to the time owed will be deducted from their final salary.

1. **USEFUL LINKS**

# [HR Connect – Quick Guides](http://staff.napier.ac.uk/services/hr/workingattheUniversity/HRISReplacement/Pages/UserGuides.aspx)

# [HR Connect – Employee Self Service guide](http://staff.napier.ac.uk/services/hr/workingattheUniversity/HRISReplacement/Documents/HR%20CONNECT%20SELF%20SERVICE%20User%20Guide%20v1.0.pdf)

[HR Connect – People Manager Guide](http://staff.napier.ac.uk/services/hr/workingattheUniversity/HRISReplacement/Documents/HR%20CONNECT%20PEOPLE%20MANAGER%20USER%20GUIDE%20v1.0.pdf)

[HR Connect – Leave Entitlement Ready Reckoner](http://staff.napier.ac.uk/services/hr/workingattheUniversity/HRISReplacement/Pages/LeaveEntitlement.aspx)

**Decimal – Time Converter: There is a helpful website which can convert between decimal time and hours, minutes and seconds at the following** [**link.**](http://www.springfrog.com/converter/decimal-time.htm)

**APPENDIX A**

A full-time member of staff’s Annual Leave entitlement is calculated as follows:

Full-time Personal Holiday entitlement (in days) x full-time standard hours in a working day = Personal Holiday entitlement in hours

**Plus**

Full time Fixed Leave entitlement in days x full-time standard hours in a working day = Fixed Leave entitlement in hours

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# Table 1 – Full time Annual Leave entitlement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Staff Category** | **Personal Holiday Entitlement** | | **Fixed Leave Entitlement** | | **Total Annual Leave Entitlement** |
| **Days** | **Hours** | **Days** | **Hours** | **Hours** |
| **Academic** HE2000 | 32 days | 224 hours | 14 days | 98 hours | 322 hours |
| **Academic** FE64 | 52 days | 338 hours | 11 days | 71.5 hours | 409.5 hours |
| **Research** | 32 days | 224 hours | 14 days | 98 hours | 322 hours |
| **Support** <5 yrs Reckonable Service \* | 21 days | 152.25 hours | 14 days | 101.5 hours | 253.75 hours |
| **Support** >5 yrs Reckonable Service \* | 26 days | 188.5 hours | 14 days | 101.5 hours | 290 hours |
| **Senior Manager** Academic (Grade 8 – 10) | 27 days | 189 hours | 14 days | 98 hours | 287 hours |
| **Senior Manager** Support (Grade 8 – 10)   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | 27 days | 195.75 hours | 14 days | 101.5 hours | 297.25 hours |

\*Reckonable Service: Reckonable service with other Universities or Further Education Colleges or other organisations covered by the Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999 is recognised by the University for purposes of Occupational Sickness entitlements and Annual Leave.  In order for this to apply, you must have started at Edinburgh Napier University within four weeks of the end of your employment with another employer to whom the 1999 Order applies. Where you were made redundant from another employer to whom the 1999 Order applies, reckonable service applies only if you were offered the new post before the end of your employment with the previous employer and were not in receipt of a redundancy payment from that employer.

**APPENDIX B**

The amounts detailed below are given in decimal and are rounded to the closest 2 decimal points.

|  |  |  |  |
| --- | --- | --- | --- |
| **Months Service** | **Additional Entitlement** | **Months Service** | **Additional Entitlement** |
| 1 | 3.02 hours | 7 | 21.14 hours |
| 2 | 6.04 hours | 8 | 24.16 hours |
| 3 | 9.06 hours | 9 | 27.18 hours |
| 4 | 12.80 hours | 10 | 30.20 hours |
| 5 | 15.10 hours | 11 | 33.22 hours |
| 6 | 18.12 hours | 12 | 36.25 hours |

*Note: Additional entitlement as calculated as follows: 36.25 hours / 12 = 3.02 hours for every completed month. This is pro-rated for part time staff.*

**APPENDIX C**

1. **How is Full Year/ Part-time Entitlement calculated?**

The calculation for part-time hours is as follows:

Full time Personal Holiday entitlement in hours (as calculated above) / hours in a full-time week x their contractual hours per week

**Plus**

Full time Fixed Leave entitlement in hours (as calculated above) / hours in a full-time week x their contractual hours per week

# Examples:

# Part time Support Employee works 14.5 hours per week (with less than 5 years service):

152.25 hrs (full-time Personal Holiday entitlement in hours based on 21 days) / 36.25 hrs (hours in a full-time week) x 14.5 hrs (their contractual hours per week) = 60.9 hours per year.

**Plus**

101.5 hrs (full-time Fixed Leave entitlement in hours) / 36.25 hrs (hours in a full-time week) x 14.5 hrs (their contractual hours per week) = 40.6 hours per year

**Total Entitlement (rounded to nearest 0.25 hours) = 101.5 Hours**

# Part time Academic Employee works 28 hours per week

224 hrs (full-time Personal Holiday entitlement in hours, based on 32 days) / 35 (hours in a full-time week) x 28 hrs (their contractual hours worked per week) = 179.2 hours per year

**Plus**

98 hrs (full-time Fixed Leave entitlement in hours) / 35 hrs (hours in a full-time week) x 28 hrs (their contractual hours per week) = 78.4 hours per year

**Total Entitlement (rounded to nearest 0.25 hours) = 257.5 Hours**

1. **How is Full-Time/ Part Year calculated**

The calculation for a full time member of staff working part of the leave year is as follows:

The full year Personal Holiday entitlement (in hours) / 12 (months in the year) \* x number of full months worked in the holiday year

**Plus**

Fixed Leave entitlement (in hours) / 12 (months in the year) x number of full months worked in the holiday year

\* This is rounded to the closest decimal points.The table in Appendix B shows part year entitlement in hours for full-time staff.

# Examples:

**Full-Time/ Part Year – Support Employee**

Full time Support employee commences on 4th January, they are entitled to eight months pro- rated entitlement that leave year.

Personal Holiday Leave (in hours) =  101.5 (as per table Appendix B)

**Plus**

Fixed Leave entitlement (in hours) = 8/12 \* 101.5 hours (annual fixed leave entitlement) = 67.5 (rounded to nearest quarter hour).

**Total Leave Entitlement = 169 hours**

**Full-Time/ Part Year – Academic employee**

Full time Academic employee commences on 1st October, they are entitled to eleven months pro- rated entitlement that leave year.

Personal Holiday Leave (in hours) =  205.25 (as per table Appendix B)

**Plus**

Fixed Leave entitlement (in hours) = 11/12 \* 98 hours (annual fixed leave entitlement) = 89.75 (rounded to nearest quarter of an hour).

**Total Leave Entitlement = 295 hours**

1. **Change of Hours During Holiday Year**

# Example:

# Full Time Support Employee (with less than 5 years service): works 36.25 hours per week from 1st September to 31st May then 29 hours per week from 1st June until 31st August

**Period 1 - 1st September to 31st May**

253.75 hrs (full-time personal and bank holiday entitlement in hours) / 365 (days in the year) \* 274 (days in period) \* 1.0 (FTE Value)

*Entitlement for period 1 = 190.49 etc hours*

**Period 2 - 1st June to 31st August**

253.75 hrs ( full-time personal and bank holiday entitlement in hours) / 365 (days in the year) \* 92 (days in period) \* 0.8 (FTE Value)

*Entitlement for period 2 = 51.1671 etc hours*

**Total Entitlement for holiday year = 190.49 (Period 1 entitlement) + 51.17 hours (Period 2 entitlement) = 241.75 hours** (rounded to nearest 0.25 hour).

**APPENDIX D**

**Full Time Part Year Annual Leave entitlement**

*The amounts detailed below are given in decimal and are rounded to the closest 0.25 hours*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Completed months of Continuous Service in Current Leave Year** | **Support (21 days = 152.25 hours**  **/ 12 x number of full months** | **Support (26 days = 188.5 hours**  **/ 12 x number of full months** | **Academic (HE2000**  **32 days = 224 hours / 12 x number of full months** | **Academic (FE64**  **52 days = 338 hours / 12 x number of full months** | **Senior Management Support**  **27 days = 195.75 hours**  **/ 12 x number of full months** | **Senior Management Academic**  **27 days = 189 hours**  **/ 12 x number of full months** |
| 12 | 152.25 hours plus Fixed Leave | 26 days = 188.5 hours plus Fixed Leave | 32 days = 224 hours plus Fixed Leave | 52 days = 338 hours plusFixed Leave | 27 days = 195.75 hours plus Fixed Leave | 27 days = 189 hours plus Fixed Leave |
| 1 | 12.75 hours plus Fixed Leave | 15.75 hours plus Fixed Leave | 18.75 hours plus Fixed Leave | 28.25 hours plus Fixed Leave | 16.25 hours plus Fixed Leave | 15.75 hours plus Fixed Leave |
| 2 | 25.50 hours plus Fixed Leave | 31.50 hours plus Fixed Leave | 37.25 hours plus Fixed Leave | 56.25 hours plus Fixed Leave | 32.50 hours plus Fixed Leave | 31.50 hours plus Fixed Leave |
| 3 | 38.00 hours plus Fixed Leave | 47.00 hours plus Fixed Leave | 56.00 hours plus Fixed Leave | 84.50 hours plus Fixed Leave | 49.00 hours plus Fixed Leave | 47.25 hours plus Fixed Leave |
| 4 | 50.75 hours plus Fixed Leave | 62.75 hours plus Fixed Leave | 74.75 hours plus Fixed Leave | 112.75 hours  plus Fixed Leave | 65.25 hours plus Fixed Leave | 63 hours plus Fixed Leave |
| 5 | 63.5 hours plus Fixed Leave | 78.50 hours plus Fixed Leave | 93.25 hours plus Fixed Leave | 140.75 hours plus Fixed Leave | 81.50 hours plus Fixed Leave | 78.75 hours plus Fixed Leave |
| 6 | 76.25 hours plus Fixed Leave | 94.25 hours plus Fixed Leave | 112.00 hours plus Fixed Leave | 169.00 hours plus Fixed Leave | 97.75 hours plus Fixed Leave | 98 hours plus Fixed Leave |
| 7 | 88.75 hours plus Fixed Leave | 110.00 plus Fixed Leave | 130.75 hours plus Fixed Leave | 197.25 hours plus Fixed Leave | 114.25 hours plus Fixed Leave | 110.25 hours plus Fixed Leave |
| 8 | 101.5 hours plus Fixed Leave | 125.75 hours plus Fixed Leave | 149.25 hours plus Fixed Leave | 225.25 hours plus Fixed Leave | 130.50 hours plus Fixed Leave | 126 hours plus Fixed Leave |
| 9 | 114.25 hours plus Fixed Leave | 141.25 hours plus Fixed Leave | 168.00 hours plus Fixed Leave | 253.25 hours plus Fixed Leave | 146.75 hours plus Fixed Leave | 141.75 hours plus Fixed Leave |
| 10 | 126.75 hours plus Fixed Leave | 157.00 hours plus Fixed Leave | 186.75 hours plus Fixed Leave | 281.75 hours plus Fixed Leave | 163.00 hours plus Fixed Leave | 157.50 hours plus Fixed Leave |
| 11 | 139.50 hours plus Fixed Leave | 172.75 hours plus Fixed Leave | 205.25 hours plus Fixed Leave | 309.75 hours plus Fixed Leave | 179.50 hours plus Fixed Leave | 173.25 hours plus Fixed Leave |

*Note: the above entitlement as calculated as follows, annual personal leave entitlement : 12 x number of months service in the current annual leave year, rounded to the nearest 0.25 hour.*