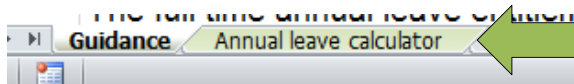


Guidance



Please note this page is for the calculator click the "Annual leave calculator" link at the bottom of this screen.

This calculator has been designed to help managers calculate the annual leave entitlement of drop down menus you are able to specify the terms and conditions of the employee banding and the length of service.

To select the terms and conditions click on the terms and conditions box (highlighted in yellow) in the drop down menu select the relevant terms and conditions (see below).

Calculating annual leave for contracted staff

Choose Terms and Conditions

Single Status (not Schools and Cleaning)
Single Status (Schools and Cleaning)
Management (Hay)
JNC Craft
JNC Youth
Soulbury

Now select the period of continuous service and where applicable the spinal column point corresponding box (highlighted yellow) and using the drop down menu to select the relevant spinal column point or equivalent.

Calculating annual leave for contracted staff

Choose Terms and Conditions

Single Status (not Schools and Cleaning)

Choose the period of continuous service at start of leave year

Up to 4 years
Over 4 years and up to 10 years
10 years and over

Choose Spinal Column Point or equivalent

Please select a spinal point from the list above

The full time annual leave entitlement table will now show and the specific entitlement have selected will be highlighted in green.

Annual leave entitlement

The annual leave year is 01 April to 31 March. Annual leave entitlement is calculated in accordance with your grade and length of service. Use the chart below to determine your full time annual leave entitlement.

Spinal Column Point or equivalent	Period of continuous service at start of leave year		
	Up to 4 years	Over 4 years and up to 10 years	10 years and over
SCP 4 - 21	23	28	28
SCP 22 - 28	24	28	29
SCP 29 - 40	25	30	30
SCP 41 - 49	27	30	31

Below this you can enter a start date if the person starts part way through a leave year in dd/mm/yyyy format, the adjusted leave entitlement will be shown highlighted in green.

Annual leave calculator

Full or Part-time employee	<input type="text" value="Full-time"/>
Start date, if starting part way through leave year.	<input type="text" value="dd/mm/yyyy"/>
You are entitled to	<input type="text" value="23.00"/> days leave in this period

If the employee works part-time click on the box showing full-time (see above) and select The part-time calculator will now appear. From here you can enter the part-time hours (yellow) and if managing the bank holiday entitlement through HRMS you can select the using the drop down menu.

Annual leave calculator for part-time staff

When the same number of hours are worked each day, annual leave is calculated in days. When varied hours are worked over the week annual leave is calculated in hours. Note: entitlements calculated in days should be rounded to the nearest half day, entitlements calculated in hours should be rounded to the nearest 15 minutes.

Enter part time hours worked per week	<input type="text"/>
Bank Holidays within the year	<input type="text" value="2013/14 (9)"/>
Leave year entitlement excluding bank holidays	<input type="text" value="0.00"/> days leave in this period
	<input type="text" value="0.00"/> hours leave in this period
Bank Holidays from start date	<input type="text" value="9"/>
Bank holiday entitlement (hours)*	<input type="text" value="0.00"/>
Leave year entitlement including bank holidays (hours)	<input type="text" value="0.00"/>

* This calculation is used when Bank holiday entitlement is managed through HRMS as outlined in method one below. Alternatively Managers may choose to manage Bank Holiday through TOIL/Flex/Annual leave in which case the leave year excluding bank holidays should be entered into HRMS and the guidance described in method two should be followed. Bank Holidays should be managed by using **one** of these methods.

If a start date part way through a leave year is entered only bank holidays within the year are included within the entitlement calculation.

guidance only to use the
leave calculator" tab at the

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levant value (see below).

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ect part-time.
per weeks (highlighted in
e bank holidays in the year

remaining leave year will be

Calculating annual leave for contracted staff

Choose Terms and Conditions

Single Status (Schools and Cleaning)

Choose the period of continuous service at start of leave year

Up to 4 years

Choose Spinal Column Point or equivalent

SCP 4 - 21

Annual leave entitlement

The annual leave year is 01 April to 31 March. Annual leave entitlement is calculated in accordance with your grade and length of service. Use the chart below to determine your full time annual leave entitlement.

Period of continuous service at start of leave year

Spinal Column Point or equivalent	Up to 4 years	Over 4 years and up to 10 years	10 years and over
SCP 4 - 21	20	25	25
SCP 22 - 28	21	25	26
SCP 29 - 40	22	27	27
SCP 41 - 49	24	27	28

Annual leave calculator

Full or Part-time employee

Full-time

Start date, if starting part way through leave year.

You are entitled to

20.00

days leave in this period

