

What is your annual leave entitlement in days?		Your annual leave entitlement in hours is:	0.0
How many bank holidays fall in the holiday year? (Include the extra day at Christmas if you are entitled to this).		Your Bank Holiday entitlement in hours is:	0.0
What are your total weekly hours?			

(Annual leave entitlement in days	x	7.4	=	Full time annual leave entitlement in hours)	+	(
(0	x	7.4	=	0.0)	+	(

(Full time annual leave entitlement in hours	/	37	x	Their total weekly hours	=	Pro-rata annual leave entitlement in hours)	+	(
(0.0	/	37	x	0	=	0.0)	+	(

Complete the boxes highlighted in yellow

Your Total Entitlement in hours is:

0.0



This will show as
Entitlement on y
holiday balance in
HR.

Calculation is detailed below:

Full time entitlement

Number of bank holidays that fall in the holiday year (including the extra day at Christmas)	x	7.4	=	Full time bank holiday entitlement in hours)
0	x	7.4	=	0.0)

Pro-rata entitlement

Full time bank holiday entitlement in hours	/	37	x	Their total weekly hours	=	Pro-rata bank holiday entitlement in hours
0.0	/	37	x	0	=	0.0

your
our
Your

**= Full Time
Entitlement in
hours**

= 0.0

**) = Pro-rata
Entitlement in
hours**

) = 0.0

To convert the annual leave entitlement in to hours use the following calculation: annual leave in days * 7.4 hours

Single Status (not schools and cleaning)			
Spinal Column Point or equivalent	Up to 4 years	Over 4 years and up to 10 years	10 years and over
1 - 10	23 days	28 days	28 days
	170.2 hours	207.2 hours	207.2 hours
11 - 17	24 days	28 days	29 days
	177.6 hours	207.2 hours	214.6 hours
18 - 29	25 days	30 days	30 days
	185 hours	222 hours	222 hours
30 - 38	27 days	30 days	31 days
	199.8 hours	222 hours	229.4 hours

Single Status (schools and cleaning)			
Spinal Column Point or equivalent	Up to 4 years	Over 4 years and up to 10 years	10 years and over
1 - 10	20 days	25 days	25 days
	148 hours	185 hours	185 hours
11 - 17	21 days	25 days	26 days
	155.4 hours	185 hours	192.4 hours
18 - 29	22 days	27 days	27 days
	162.8 hours	199.8 hours	199.8 hours
30 - 38	24 days	27 days	28 days
	177.6 hours	199.8 hours	207.2 hours

Management (Hay)			
Spinal Column Point or equivalent	Up to 4 years	Over 4 years and up to 10 years	10 years and over
Strategic Directors	29 days	32 days	33 days
	214.6 hours	236.8 hours	244.2 hours
Other Officers	27 days	30 days	31 days
	199.8 hours	222 hours	229.4 hours

JNC Craft	
Up to 5 years	After 5 years
21 days	26 days
155.4 hours	192.4 hours

JNC Youth	
Up to 5 years	After 5 years
33 days	38 days
244.2 hours	281.2 hours

Soulbury

Up to 4 years	Over 4 years and up to 10 years	10 years and over
27 days	30 days	31 days
199.8 hours	222 hours	229.4 hours

