

Your team member's holiday balance explained (PSC Civil Service)

The example below is an individual who has 21 days annual leave plus an additional 12 days carried forward for the 2019/2020 annual leave year.

Note: to convert your team members holiday entitlement into days simply divide the hours figure by 7.4

Holiday entitlement summary MENU

Position/s → Employment details → Position Administrative Officer ▼

Leave year → Period details → Holiday period dates 01/04/2019 - 31/03/2020 ▼

Length of service for annual leave purposes → Length of service at relevant date 1 year(s) 7 month(s) 0 day(s)

Terms and conditions (Holiday scheme) → Scheme name PSC NTNSP CS Annual Leave ▼

Organisation start date → Membership dates 01/09/2017 -

Entitlement for period 318.3 hours (244.2 hours Pro Rata) (88.8 brought forward)

Entitlement:
This figure is your team members annual leave entitlement which includes:

- * annual leave entitlement e.g. 21 days (155.4 hours)
- * any annual leave carried forward to this leave year e.g. 12 days (88.8 hours)
- * number of bank holidays scheduled for this year. (2019/20)

There are 10 bank holidays this year (74 hours) = **318.3 hours (43 days in total)**

If they work part time or started part way through the year, this balance will reflect the pro rated entitlement.

Leave carried forward → (88.8 brought forward)

Ignore this Pro Rata figure → (244.2 hours Pro Rata)

Scheduled holidays (including bank holidays)

From	To	Duration	Remaining entitlement
19/04/2019	19/04/2019	7.4	310.9
22/04/2019	22/04/2019	7.4	303.5
06/05/2019	06/05/2019	7.4	296.1
27/05/2019	27/05/2019	7.4	288.7
07/06/2019	07/06/2019	7.4	281.3
05/07/2019	05/07/2019	7.4	273.9
26/08/2019	26/08/2019	7.4	266.5
11/11/2019	22/11/2019	74	192.5
09/12/2019	11/12/2019	22.2	170.3
25/12/2019	25/12/2019	7.4	162.9
26/12/2019	26/12/2019	7.4	155.5
01/01/2020	01/01/2020	7.4	148.1
09/03/2020	10/03/2020	14.8	133.3

Remaining holiday entitlement
Bank holidays are not included in this figure as they are automatically deducted.
18 days (133.3 hours)

This is the balance your team member will see in **PIP For Me**

PSC Civil Service Annual Leave Cheat Sheet

PSC Civil Service New Terms For New Starters

Completed Years' Service	Annual Leave Allowance in Days (plus 10 public holidays)	Annual Leave Allowance in Hours	Annual Leave Allowance plus 10 Public Holidays in Hours
On appointment	21 (+10)	155.4	229.4
After 3 years	22 (+10)	162.8	236.8
After 5 years	23 (+10)	170.2	244.2
7 years	24 (+10)	177.6	251.6
9 years	25 (+10)	185	259
10 years	26 (+10)	192.4	266.4

PSC Civil Service Old Terms

Annual Leave Pay Span 1-4*

*Please note that in PiP you will only see 10 public and statutory holidays as the Privilege Day is built into the background of the system and **is not reflected in the annual leave entitlement** summary, the table below has been updated to reflect this.

Completed Years' Service	Annual Leave Allowance in Days (Plus 10 public holidays, please see Privilege Day note above)	Annual Leave Allowance in Hours	Annual Leave Allowance plus 10 Public Holidays in Hours
On appointment	22 (+10)	162.8	236.8
After 1 year	23 (+10)	170.2	244.2
After 2 years	24 (+10)	177.6	251.6
5 years	25 (+10)	185	259
8 years	27 (+10)	199.8	273.8
10 years	28 (+10)	207.2	281.2
15 years	30 (+10)	222	296

Annual Leave Pay Span 5 and above*

*Please note that in PiP you will only see 10 public and statutory holidays as the Privilege Day is built into the background of the system and is not reflected in the annual leave entitlement summary, the table below has been updated to reflect this.

Completed Years' Service	Annual Leave Allowance in Days (Plus 10 public holidays, please see Privilege Day note above)	Annual Leave Allowance in Hours	Annual Leave Allowance plus 10 Public Holidays in Hours
On appointment	22 (+10)	162.8	236.8
After 1 year	23 (+10)	170.2	244.2
After 2 years	24 (+10)	177.6	251.6
4 years	25 (+10)	185	259
6 years	27 (+10)	199.8	273.8
8 years	28 (+10)	207.2	281.2
10 years	30 (+10)	222	296

Bank holidays

2019/20 Bank holidays (10)		2020/21 Bank holidays (10)	
19/04/19	05/07/19	10/04/20	06/07/20
22/04/19	26/08/19	13/04/20	31/08/20
06/05/19	25/12/19	08/05/20	25/12/20
27/05/19	26/12/19	25/05/20	28/12/20
07/06/19	01/01/20	12/06/20	01/01/21

Privilege day

2019/20 Privilege day	2020/21 Privilege day
27/12/19	29/12/20

Annual leave carried forward to 2020/21

To support you with adjusting your team member's annual leave carry forward for 2020/21 we have detailed below what each day equates to in hours.

Please note that the maximum carry forward for PSC Civil Servants (12 days) will automatically be applied to everyone with an annual leave entitlement. You will need to make a negative adjustment to your team member's holiday balance to reflect the correct number of days carried forward. This can be made in the Holiday Entitlement Adjustment screen in Manager Self Service.

Number of days carried forward equated to hours:

Day	Hours
1	7.4
2	14.8
3	22.2
4	29.6
5	37
6	44.4
7	51.8
8	59.2
9	66.6
10	74
11	81.4
12	88.8

Example: If my team member is only carrying forward 5 days in to the next leave year I would make a manual adjustment of **-51.8** to reduce the 12 day carry forward to 5 days.