

## Your team member's holiday balance explained

### (Education Support – For **NON** Term Time Only staff)

The example below is an individual who has 22 days annual leave plus an additional 9 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** → Position: Administrative Officer

**Leave year** → Period details

**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: Ed Support Staff Annual Leave

**Organisation start date** → Membership dates: 01/09/2017

Entitlement for period: 303.4 hours (244.2 hours Pro Rata) (66.6 brought forward)

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

- \* annual leave entitlement e.g. 22 days (162.8 hours)
- \* any annual leave carried forward to this leave year e.g. 9 days (66.6 hours)
- \* number of bank holidays scheduled for this year. (2019/20)

There are 10 bank holidays this year (74 hours) = **303.4 hours (41 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** (points to 66.6 brought forward)

**Ignore this Pro Rata figure** (points to 244.2 hours Pro Rata)

**Scheduled holidays (including bank holidays)**

From	To	Duration	Remaining entitlement
19/04/2019	19/04/2019	7.4	296
22/04/2019	22/04/2019	7.4	288.6
06/05/2019	06/05/2019	7.4	281.2
27/05/2019	27/05/2019	7.4	273.8
07/06/2019	07/06/2019	7.4	266.4
05/07/2019	05/07/2019	7.4	259
26/08/2019	26/08/2019	7.4	251.6
11/11/2019	22/11/2019	74	244.2
09/12/2019	11/12/2019	22.2	222
25/12/2019	25/12/2019	7.4	214.6
26/12/2019	26/12/2019	7.4	207.2
01/01/2020	01/01/2020	7.4	199.8
09/03/2020	10/03/2020	14.8	<b>185</b>

**Remaining holiday entitlement**  
 Bank holidays are not included in this figure as they are automatically deducted.  
**25 days (185 hours)**

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

## Education Support Annual Leave Cheat Sheet

### Annual Leave

The holiday year runs from 1st April to 31st March each year. The annual leave provision under the Terms & Conditions of Service for Education Support Staff is as per below table plus 11\* public and statutory holidays (one of which is a Privilege Day as determined by the Public Services Commission) on the basis of a Whole Time Equivalent, reduced pro rata for term time only staff.

\*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.

Completed Years' Service	Annual Leave Allowance in Days
0	22
1	23
2	24
5	25
8	27
10	28
15	30

### 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 Education Support (9 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

Example: If my team member is only carrying forward 5 days in to the next leave year I would make a manual adjustment of **-29.6** (-4 days) to reduce the 9 day carry forward to 5 days.