

## Your team member's holiday balance explained (Prison Operational Staff)

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 8**

### 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: 344 hours (244.2 hours Pro Rata) (96 brought forward)

**Leave carried forward** → (96 brought forward)

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

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

- \* annual leave entitlement e.g. 21 days (168 hours)
- \* any annual leave carried forward to this leave year e.g. 12 days (96 hours)
- \* number of bank holidays scheduled for this year. (2019/20) There are 10 bank holidays this year (80 hours) = **344 hours\* (43 days in total)**

\*If they work part time or started part way through the year, this balance will reflect their pro-rated entitlement. If they are on old terms and receive a **Privilege Day**, this will also be included in their entitlement.

### Scheduled holidays

From	To	Duration	Remaining entitlement
19/04/2019	19/04/2019	8	336
22/04/2019	22/04/2019	8	328
06/05/2019	06/05/2019	8	320
27/05/2019	27/05/2019	8	312
07/06/2019	07/06/2019	8	304
05/07/2019	05/07/2019	8	296
26/08/2019	26/08/2019	8	288
11/11/2019	22/11/2019	8	280
09/12/2019	11/12/2019	24	256
25/12/2019	25/12/2019	8	248
26/12/2019	26/12/2019	8	240
01/01/2020	01/01/2020	8	232
09/03/2020	10/03/2020	16	216

**Remaining holiday entitlement:**  
**27 days (216 hours)**  
This is the balance your team member will see in **PIP For Me**

## ESJCR Staff Annual Leave Cheat Sheet (Civil Service 40 hours)

### PSC Civil Service New Terms For New Starters

<b>Completed Years' Service</b>	<b>Annual Leave Allowance in Days (plus 10 public holidays)</b>	<b>Annual Leave Allowance in Hours</b>	<b>Annual Leave Allowance plus 10 Public Holidays in Hours</b>
On appointment	21 (+10)	168	248
After 3 years	22 (+10)	176	256
After 5 years	23 (+10)	184	264
7 years	24 (+10)	192	272
9 years	25 (+10)	200	280
10 years	26 (+10)	208	288

### PSC Civil Service Old Terms

#### Annual Leave Pay Span 1-4

<b>Completed Years' Service</b>	<b>Annual Leave Allowance in Days (Plus 10 public holidays and including Privilege Day)</b>	<b>Annual Leave Allowance in Hours</b>	<b>Annual Leave Allowance plus 10 Public Holidays and Privilege Day in Hours</b>
On appointment	22 (+11)	176	264
After 1 year	23 (+11)	184	272
After 2 years	24 (+11)	192	280
5 years	25 (+11)	200	288
8 years	27 (+11)	216	304
10 years	28 (+11)	224	312
15 years	30 (+11)	240	328

## Annual Leave Pay Span 5 and above

Completed Years' Service	Annual Leave Allowance in Days (Plus 10 public holidays and including Privilege Day)	Annual Leave Allowance in Hours	Annual Leave Allowance plus 10 Public Holidays and Privilege Day in Hours
On appointment	22 (+11)	176	264
After 1 year	23 (+11)	184	272
After 2 years	24 (+11)	192	280
4 years	25 (+11)	200	288
6 years	27 (+11)	216	304
8 years	28 (+11)	224	312
10 years	30 (+11)	240	328

## 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:

<b>Day</b>	<b>Hours</b>
1	8
2	16
3	24
4	32
5	40
6	48
7	56
8	64
9	72
10	80
11	88
12	96

Example: If my team member is only carrying forward 5 days in to the next leave year I would make a manual adjustment of **-56** to reduce the 12 day carry forward to 5 days.