

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 7.8

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: 335.4 hours (244.2 hours Pro Rata) (93.6 brought forward)

Leave carried forward → (93.6 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 (163.8 hours)
- * any annual leave carried forward to this leave year e.g. 12 days (93.6 hours)
- * number of bank holidays scheduled for this year. (2019/20) There are 10 bank holidays this year (78 hours) = **335.4 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	7.8	327.6
22/04/2019	22/04/2019	7.8	319.8
06/05/2019	06/05/2019	7.8	312
27/05/2019	27/05/2019	7.8	304.2
07/06/2019	07/06/2019	7.8	296.4
05/07/2019	05/07/2019	7.8	288.6
26/08/2019	26/08/2019	7.8	280.8
11/11/2019	22/11/2019	7.8	273
09/12/2019	11/12/2019	23.4	249.6
25/12/2019	25/12/2019	7.8	241.8
26/12/2019	26/12/2019	7.8	234
01/01/2020	01/01/2020	7.8	226.2
09/03/2020	10/03/2020	15.6	210.6

Remaining holiday entitlement:
27 days (210.6 hours)
This is the balance your team member will see in **PIP For Me**

Prison Operational Staff Annual Leave Cheat Sheet (Civil Service 39 hours)

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)	163.8	241.8
After 3 years	22 (+10)	171.6	249.6
After 5 years	23 (+10)	179.4	257.4
7 years	24 (+10)	187.2	265.2
9 years	25 (+10)	195	273
10 years	26 (+10)	202.8	280.8

PSC Civil Service Old Terms

Annual Leave Pay Span 1-4

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)	171.6	257.4
After 1 year	23 (+11)	179.4	265.2
After 2 years	24 (+11)	187.2	273
5 years	25 (+11)	195	280.8
8 years	27 (+11)	210.6	296.4
10 years	28 (+11)	218.4	304.2
15 years	30 (+11)	234	319.8

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)	171.6	257.4
After 1 year	23 (+11)	179.4	265.2
After 2 years	24 (+11)	187.2	273
4 years	25 (+11)	195	280.8
6 years	27 (+11)	210.6	296.4
8 years	28 (+11)	218.4	304.2
10 years	30 (+11)	234	319.8

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	7.8
2	15.6
3	23.4
4	31.2
5	39
6	46.8
7	54.6
8	62.4
9	70.2
10	78
11	85.8
12	93.6

Example: If my team member is only carrying forward 5 days in to the next leave year I would make a manual adjustment of **-54.6** to reduce the 12 day carry forward to 5 days.