

PiP For Me

Your holiday balance explained (NJC)

The example below is an individual who has 20 days annual leave plus an additional 9 days carried forward for the 2020/2021 annual leave year.

Note: to convert your holiday entitlement into days simply divide the hours figure by your standard working day e.g. 7.4.

Holiday Balances	
Residential Support Worker	
NJC Annual Leave	
Holiday Period	1 Apr 2019 - 31 Mar 2020
Entitlement	222 hours
Taken	0 hours
Scheduled	0 hours
Balance	222 hours
NJC Annual Leave	
Holiday Period	1 Apr 2020 - 31 Mar 2021
Entitlement	288.6 hours
Taken	37 hours
Scheduled	14.8 hours
Balance	236.8 hours
NJC Annual Leave	
Holiday Period	1 Apr 2021 - 31 Mar 2022
Entitlement	236.8 hours
Taken	0 hours
Scheduled	0 hours
Balance	236.8 hours

Annual leave taken to date
5 days (37 hours)

Annual leave scheduled
2 days (14.8 hours)

Remaining holiday entitlement including any days carried forward. 32 days
(236.8 hours)

This is your remaining balance visible on your My Absence Dashboard:



Entitlement example:
This is your annual leave entitlement which includes:

- Your annual leave entitlement e.g. 20 days (148 hours)
 - Any annual leave carried forward to this leave year e.g. 9 days (66.6 hours)
 - 10 bank holidays (74 hours)
- = 288.6 hours (39 days in total)**

Your entitlement will be pro-rated if you work part time or started part way through the year.

To view a full breakdown of your entitlement and carried forward balance, simply click on this holiday period in PiP

NJC Annual Leave Provisions

NJC Staff with relevant experience after 1st April 2000:

Completed years' service	Annual Leave Allowance in Days	Annual Leave Allowance in Hours	Annual Leave Allowance plus 10 Public Holidays in Hours
0	20	148	222
4	22	162.8	236.8
8	24	177.6	251.6
12	26	192.4	266.4
16	28	207.2	281.2
20	30	222	296

NJC Staff with relevant experience before 31st March 2000:

Completed years' service	Annual Leave Allowance in Days	Annual Leave Allowance in Hours	Annual Leave Allowance plus 10 Public Holidays in Hours
0	20	148	222
5	25	185	259
8	26	192.4	266.4
11	27	199.8	273.8
14	28	207.2	281.2
17	29	214.6	288.6