

PiP For Me

Your holiday balance explained (Prison Operational Staff)

The example below is an individual who has 22 days annual leave plus an additional 12 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. 7.8

Holiday Balances	
Prison Officer	
PSC CS (Prison) Annual leave A&B	
Holiday Period	1 Apr 2019 - 31 Mar 2020
Entitlement	351 hours
Taken	0 hours
Scheduled	0 hours
Balance	351 hours
PSC CS (Prison) Annual leave A&B	
Holiday Period	1 Apr 2020 - 31 Mar 2021
Entitlement	351 hours
Taken	39 hours
Scheduled	15.6 hours
Balance	296.4 hours
PSC CS (Prison) Annual leave A&B	
Holiday Period	1 Apr 2021 - 31 Mar 2022
Entitlement	351 hours
Taken	0 hours
Scheduled	0 hours
Balance	351 hours

Annual leave taken to date
5 days (39 hours)

Annual leave scheduled
2 days (15.6 hours)

Remaining holiday entitlement including any leave carried forward. 38 days
(296.4 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. 22 days (171.6 hours)
 - Any annual leave carried forward to this leave year e.g. 12 days (93.6 hours)
 - 10 bank holidays scheduled for this year (78 hours)
 - The Privilege Day for those entitled to this (7.8 hours)
- = 351 hours
(45 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

Prison Operational Staff Annual Leave Provisions (Civil Service 39 hours)

PSC Civil Service New Terms For New Starters

In line with the 2021/22 PSC Pay Agreement and the harmonisation of annual leave provisions across the PSC, civil servants who at 01 April 2021, had an annual leave entitlement of less than 28 days, adopted the annual leave allowances as shown in the table below:

Completed Years' Service	Annual Leave Allowance in Days (plus 10 public holidays)	Annual Leave Allowance in Hours	Annual Leave Allowance plus 10 Bank Holidays in Hours
On appointment	21 (+10)	163.8	241.8
After 1 year	22 (+10)	171.6	249.6
After 3 years	24 (+10)	187.2	265.2
5 years	25 (+10)	195	273
8 years	27 (+10)	210.6	288.6
10 years	28 (+10)	218.4	296.4

PSC Civil Service Old Terms - Annual Leave Pay Span 1-4 (A&B)

Completed Years' Service	Annual Leave Allowance in Days (Plus 10 bank holidays and including Privilege Day)	Annual Leave Allowance plus 10 Bank Holidays and Privilege Day in Hours
On appointment	22 (+11)	257.4
After 1 year	23 (+11)	265.2
After 2 years	24 (+11)	273
5 years	25 (+11)	280.8
8 years	27 (+11)	296.4
10 years	28 (+11)	304.2
15 years	30 (+11)	319.8

PSC Civil Service Old Terms - Annual Leave Pay Span 5 and above (C-F)

Completed Years' Service	Annual Leave Allowance in Days (Plus 10 public holidays and including Privilege Day)	Annual Leave Allowance plus 10 Public Holidays and Privilege Day in Hours
On appointment	22 (+11)	257.4
After 1 year	23 (+11)	265.2
After 2 years	24 (+11)	273
4 years	25 (+11)	280.8
6 years	27 (+11)	296.4
8 years	28 (+11)	304.2
10 years	30 (+11)	319.8