

# PiP For Me

## Your holiday balance explained

(Education Support Staff – For **Non** Term Time staff only)

The example below is an individual who has 22 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	
Education Support Officer	
Ed Support Staff Annual Leave	
Holiday Period	1 Apr 2019 - 31 Mar 2020
Entitlement	155.5 hours
Taken	0 hours
Scheduled	0 hours
Balance	155.5 hours
Ed Support Staff Annual Leave	
Holiday Period	1 Apr 2020 - 31 Mar 2021
Entitlement	229.4 hours
Taken	37 hours
Scheduled	14.8 hours
Balance	177.6 hours
Ed Support Staff Annual Leave	
Holiday Period	1 Apr 2021 - 31 Mar 2022
Entitlement	155.5 hours
Taken	0 hours
Scheduled	0 hours
Balance	155.5 hours

**Annual leave taken to date**  
5 days (37 hours)

**Annual leave scheduled**  
2 days (14.8 hours)

**Remaining holiday entitlement including any leave carried forward. 24 days (177.6 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 (162.8 hours)
  - Any annual leave carried forward to this leave year e.g. 9 days (66.6 hours)
- = 229.4 hours (31 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**

## Education Support Annual Leave Provisions

### New Starters commencing after 01 April 2023 Annual Leave

After Pay Award (01 Apr 21)		
Length of Service	Annual Leave (Days)	Annual Leave (Hours)
On appointment	21	155.4
After 1 year	22	162.8
After 3 years	24	177.6
5 years	25	185
8 years	27	199.8
10 years	28	207.2

### Education Support Staff Annual Leave Prior to 01 April 2023

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

Completed Years' Service	Annual Leave Allowance in Days	Annual Leave Allowance in Hours
0	22	162.8
1	23	170.2
2	24	177.6
5	25	185
8	27	199.8
10	28	207.2
15	30	222