

PiP For Me

Your holiday balance explained

(PSC Manual and Craft Worker T&C's)

The example below is an individual who has 22 days annual leave plus an additional 9 days carried forward.

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

Scheme name PSC M&C Annual Leave Scheme 2021	Holiday period 01 Apr 2021 - 31 Mar 2022
Entitlement 229.3 hours	Taken 81.4 hours
Scheduled 7.4 hours	Balance 140.5 hours

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 (66.5 hours)
= 229.3 hours (31 days in total)

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

Annual leave scheduled
1 day (7.4 hours)

Annual leave taken to date
11 days (81.4 hours)

Remaining holiday entitlement including any days carried forward. 19 days (140.5 hours)



PSC Manual and Craft Worker Annual Leave Cheat Sheet

PSC harmonised annual leave provisions

In line with the 2021/22 PSC Pay Agreement and the harmonisation of annual leave provisions across the PSC, Manual and Craft Workers 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:

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

PSC Manual & Craft Worker retained annual leave provisions

Those manual and craft workers who at 1 April 2021 had an annual leave entitlement of 28 days or more, retained that entitlement and the provision for progression to further leave entitlement through length of service as set out in the table below:

**General Workers and Craftsmen
employed on or after the 1 April 2000**

**General Workers and Craftsmen
employed on or before the 31 March
2000**

Completed Years' Service	Annual Leave Allowance in Days	Annual Leave Allowance in Hours
0	20	148
4	22	162.8
8	24	177.6
12	26	192.4
16 protected	28	207.2
20 protected	30	222

Completed Years' Service	Annual Leave Allowance in Days	Annual Leave Allowance in Hours
0	20 (+1)*	155.4*
5	25 (+1)*	192.4*
8	26	192.4
11	27	199.8
14 protected	28	207.2
17 protected	29	214.6
20 protected	30	222