

# PiP For My Team

## Your team members holiday balance explained (PSC Civil Service and analogous T&C's)

The new improved annual leave functionality no longer includes bank holidays in PSC annual leave entitlements. Bank holidays now sit separately and can be viewed in your team member's calendar but these won't affect the leave totals.

The example below is an individual who has 21 days annual leave plus an additional 12 days carried forward into the new annual leave year.

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

**Entitlement example:**  
This figure is your team members annual leave entitlement which includes:

- annual leave entitlement e.g. 21 days (155.4 hours)
- any annual leave carried forward to this leave year e.g. 12 days (88.8 hours)

**= 244.3 hours (33 days in total)**

**If they work part time or started part way through the year, this balance will reflect the pro-rated entitlement**

From	To	Duration	Remaining entitlement
03/06/2020	03/06/2020	7.4	236.9
07/07/2020	09/07/2020	22.2	214.7
13/10/2020	13/10/2020	7.4	207.3

**Taken or scheduled holidays**

**Duration:** Number of hours deducted from balance as per team members working pattern

**Remaining holiday entitlement = 28 days (207.3 hours)**  
This is the balance your team member will see in **PiP For Me**

## PSC Civil Service harmonised annual leave provisions

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:

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 Civil Service retained annual leave provisions

Those civil servants 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:

### Pay span 1-4 (A&B)

Prior to Pay Award		
Length of Service	Annual Leave (Days)	Annual Leave (Hours)
On appointment	22	162.8
After 1 year	23	170.2
After 2 years	24	177.6
5 years	25	185
8 years	27	199.8
10 years *protected	28	207.2
15 years *protected	30	222

### Pay span 5+ (C-F)

Prior to Pay Award		
Length of Service	Annual Leave (Days)	Annual Leave (Hours)
On appointment	22	162.8
After 1 years	23	170.2
After 2 years	24	177.6
4 years	25	185
6 years	27	199.8
8 years *Protected	28	207.2
10 years *Protected	30	222