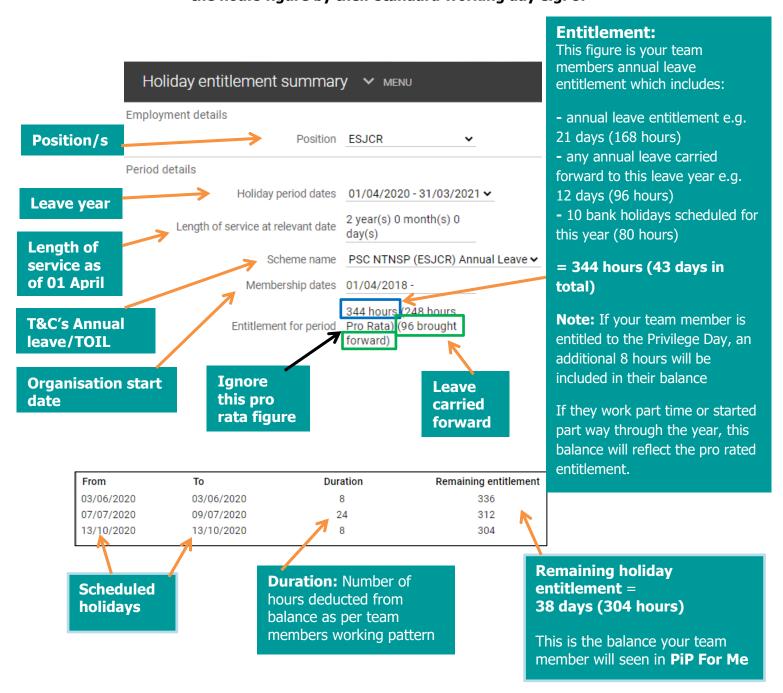
PiP For My Team Your team member's holiday balance explained (ESJCR)

The example below is an individual who has 21 days annual leave plus an additional 12 days carried forward for the 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. 8.



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) Plus 10 BH	Annual Leave (Hours) Plus 10 BH			
On appointment	21 (+ 10)	168 (+80)			
After 1 year	22 (+ 10)	176 (+80)			
After 3 years	24 (+ 10)	192 (+80)			
5 years	25 (+ 10)	200 (+80)			
8 years	27 (+ 10)	216 (+80)			
10 years	28 (+ 10)	224 (+80)			

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

Completed Years' Service	Allowance in Days (Plus	Hours	Annual Leave Allowance plus 10 Public Holidays and Privilege Day in Hours
On appointment	22 (+11)	176	264
After 1 year	23 (+11)	184	272
After 2 years	24 (+11)	192	280
5 years	25 (+11)	200	288
8 years	27 (+11)	216	304
10 years	28 (+11)	224	312
15 years	30 (+11)	240	328

PSC Civil Service Old Terms - Annual Leave Pay Span 5 and above

Completed Years' Service	Annual Leave Allowance in Days (Plus	Hours	Annual Leave Allowance plus 10 Public Holidays and Privilege Day in Hours
On appointment	22 (+11)	176	264
After 1 year	23 (+11)	184	272
After 2 years	24 (+11)	192	280
4 years	25 (+11)	200	288
6 years	27 (+11)	216	304
8 years	28 (+11)	224	312
10 years	30 (+11)	240	328

Bank holidays and Privilege day

10 bank holidays are rolled up into your team member's holiday balance. When using their bank holiday allocation, your team member will need to request a Personal Holiday in PiP For Me (Employee Self Service).

Team members who are on old terms and conditions will also have the Privilege Day rolled up into their balance.