

# 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.**

**Position/s** → Position ESJCR

**Leave year** → Holiday period dates 01/04/2020 - 31/03/2021

**Length of service as of 01 April** → Length of service at relevant date 2 year(s) 0 month(s) 0 day(s)

**T&C's Annual leave/TOIL** → Scheme name PSC NTNSP (ESJCR) Annual Leave

**Organisation start date** → Membership dates 01/04/2018 -

**Ignore this pro rata figure** → Entitlement for period Pro Rata (96 brought forward)

**Leave carried forward** → Entitlement for period 344 hours (248 hours)

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

- annual leave entitlement e.g. 21 days (168 hours)
- any annual leave carried forward to this leave year e.g. 12 days (96 hours)
- 10 bank holidays scheduled for this year (80 hours)

**= 344 hours (43 days in total)**

**Note:** If your team member is entitled to the Privilege Day, an additional 8 hours will be included in their balance

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	8	336
07/07/2020	09/07/2020	24	312
13/10/2020	13/10/2020	8	304

**Scheduled holidays**

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

**Remaining holiday entitlement = 38 days (304 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) 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	Annual Leave Allowance in Days (Plus 10 public holidays and including Privilege Day)	Annual Leave Allowance in 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 10 public holidays and including Privilege Day)	Annual Leave Allowance in 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.