

PIP For My Team

Your team member's holiday balance explained (Education Support Staff – non term time)

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 9 days carried forward for the 2020/2021 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. 24 days (177.6 hours)
- any annual leave carried forward to this leave year e.g. 9 days (66.5 hours)

= 244.1 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	236.7
07/07/2020	09/07/2020	22.2	214.5
13/10/2020	13/10/2020	7.4	207.1

Taken or scheduled holidays

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

Remaining holiday entitlement = 28 days (207.1 hours)
This is the balance your team member will see in **PIP For Me**

Education Support Staff Annual Leave Provisions

Employee's employed from 01 April 2023

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

Employee's employed prior to 01 April 2023

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