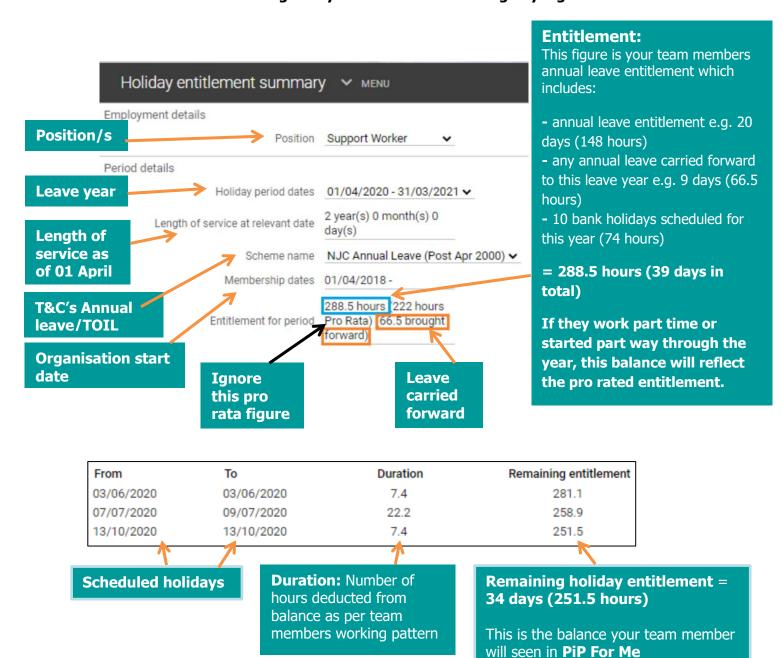
# PiP For My Team Your team member's holiday balance explained (NJC)

The example below is an individual who has 20 days annual leave plus an additional 9 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. 7.4



### **NJC Annual Leave Provisions**

## NJC Staff with relevant experience after 1st April 2000:

Completed years' service	Annual Leave Allowance in Days	Annual Leave Allowance in Hours	Annual Leave Allowance plus 10 Public Holidays in Hours
0	20	148	222
4	22	162.8	236.8
8	24	177.6	251.6
12	26	192.4	266.4
16	28	207.2	281.2
20	30	222	296

# NJC Staff with relevant experience before 31st March 2000:

Completed years' service	Annual Leave Allowance in Days	Annual Leave Allowance in Hours	Annual Leave Allowance plus 10 Public Holidays in Hours
0	20	148	222
5	25	185	259
8	26	192.4	266.4
11	27	199.8	273.8
14	28	207.2	281.2
17	29	214.6	288.6

# **Bank holidays**

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).