

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

Holiday entitlement summary ▾ MENU

Employment details

Position/s → Position Support Worker ▾

Period details

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

Length of service at relevant date 2 year(s) 0 month(s) 0 day(s)

Length of service as of 01 April → Scheme name NJC Annual Leave (Post Apr 2000) ▾

Membership dates 01/04/2018 -

T&C's Annual leave/TOIL → Entitlement for period

Organisation start date → Pro Rata 288.5 hours

Ignore this pro rata figure → 66.5 brought forward

Leave carried forward → 222 hours

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

- annual leave entitlement e.g. 20 days (148 hours)
- any annual leave carried forward to this leave year e.g. 9 days (66.5 hours)
- 10 bank holidays scheduled for this year (74 hours)

= 288.5 hours (39 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	281.1
07/07/2020	09/07/2020	22.2	258.9
13/10/2020	13/10/2020	7.4	251.5

Scheduled holidays

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

Remaining holiday entitlement = 34 days (251.5 hours)

This is the balance your team member will see in **PIP For Me**

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).