

PIP For My Team

Your team member's holiday balance explained (Prison Officer)

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. 7.8.

Position/s → Position: Prison Officer

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 CS (Prison) Annual Leav

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

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

- annual leave entitlement e.g. 21 days (163.8 hours)
- any annual leave carried forward to this leave year e.g. 12 days (93.5 hours)
- 10 bank holidays scheduled for this year (78 hours)

= 335.5 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.

Entitlement for period: 335.5 hours (241.8 hours Pro Rata) 93.5 brought forward

Ignore this pro rata figure (points to 335.5 hours)

Leave carried forward (points to 93.5 brought forward)

From	To	Duration	Remaining entitlement
03/06/2020	03/06/2020	7.8	327.7
07/07/2020	09/07/2020	23.4	304.3
13/10/2020	13/10/2020	7.8	296.5

Scheduled holidays

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

Remaining holiday entitlement = 38 days (296.5 hours)

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

Prison Operational Staff Annual Leave Provisions (Civil Service 39 hours)

Please note that in line with the 2021/22 PSC Pay Agreement, annual leave entitlements have been **harmonised** with a **28 day maximum** for staff who had a **lower entitlement** than 28 days at 01 April 2021.

This is the new harmonised annual leave table

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)	163.8 (+78)
After 1 year	22 (+ 10)	171.6 (+78)
After 3 years	24 (+ 10)	187.2 (+78)
5 years	25 (+ 10)	195 (+78)
8 years	27 (+ 10)	210.6 (+78)
10 years	28 (+ 10)	218.4 (+78)

PSC Civil Service Old Terms – Annual Leave Pay Span 1-4 (A&B) Annual leave entitlements before and after Pay Award

Prior to Pay Award			After Pay Award (01 Apr 21)		
Length of Service	Annual Leave (Days) Plus 10 BH & 1 PD	Annual Leave (Hours) Plus 10 BH & 1 PD	Length of Service	Annual Leave (Days) Plus 10 BH & 1 PD	Annual Leave (Hours) Plus 10 BH & 1 PD
On appointment	22 (+11)	171.6 (+85.8)	On appointment	21 (+11)	163.8 (+85.8)
After 1 year	23 (+11)	179.4 (+85.8)	After 1 year	22 (+11)	171.6 (+85.8)
After 2 years	24 (+11)	187.2 (+85.8)	After 3 years	24 (+11)	187.2 (+85.8)
5 years	25 (+11)	195 (+85.8)	5 years	25 (+11)	195 (+85.8)
8 years	27 (+11)	210.6 (+85.8)	8 years	27 (+11)	210.6 (+85.8)
10 years *Protected	28 (+11)	218.4 (+85.8)	10 years	28 (+11)	218.4 (+85.8)
15 years *Protected	30 (+11)	234 (+85.8)			

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)	171.6	257.4
After 1 year	23 (+11)	179.4	265.2
After 2 years	24 (+11)	187.2	273
4 years	25 (+11)	195	280.8
6 years	27 (+11)	210.6	296.4
8 years	28 (+11)	218.4	304.2
10 years	30 (+11)	234	319.8

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.