

# PiP For My Team

## Your team members holiday balance explained (PSC Manual and Craft T&C's)

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.**

### Holiday entitlement summary ▼ MENU

#### Employment details

**Position/s** → Position Manual and Craft Worker ▼

#### Period details

**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 M & C Annual Leave ▼

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

Entitlement for period **221.9 hours** (244.2 hours Pro Rata) **66.5 brought forward**

**Ignore this pro rata figure**

**Leave carried forward**

#### Entitlement example:

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

- annual leave entitlement e.g. 21 days (155.4 hours)
  - any annual leave carried forward to this leave year e.g. 9 days (66.5 hours)
- = 221.9 hours (30 days in total)**

**Note:** If your team member is entitled to the Privilege Day, an additional 7.4 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	7.4	214.5
07/07/2020	09/07/2020	22.2	192.3
13/10/2020	13/10/2020	7.4	184.9

**Taken or scheduled holidays**

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

**Remaining holiday entitlement = 25 days (184.9 hours)**

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

## PSC harmonised annual leave provisions

In line with the 2021/22 PSC Pay Agreement and the harmonisation of annual leave provisions across the PSC, Manual and Craft Workers 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)	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

## PSC Manual & Craft Worker retained annual leave provisions

Those manual and craft workers who at 1 April 2021 had an annual leave entitlement of 28 days or more, retained that entitlement and the provision for progression to further leave entitlement through length of service as set out in the table below:

**General Workers and Craftsmen  
employed on or after the 1 April 2000**

**General Workers and Craftsmen  
employed on or before the 31 March  
2000**

Completed Years' Service	Annual Leave Allowance in Days	Annual Leave Allowance in Hours
0	20	148
4	22	162.8
8	24	177.6
12	26	192.4
16 protected	28	207.2
20 protected	30	222

Completed Years' Service	Annual Leave Allowance in Days	Annual Leave Allowance in Hours
0	20 (+1)*	155.4*
5	25 (+1)*	192.4*
8	26	192.4
11	27	199.8
14 protected	28	207.2
17 protected	29	214.6
20 protected	30	222

