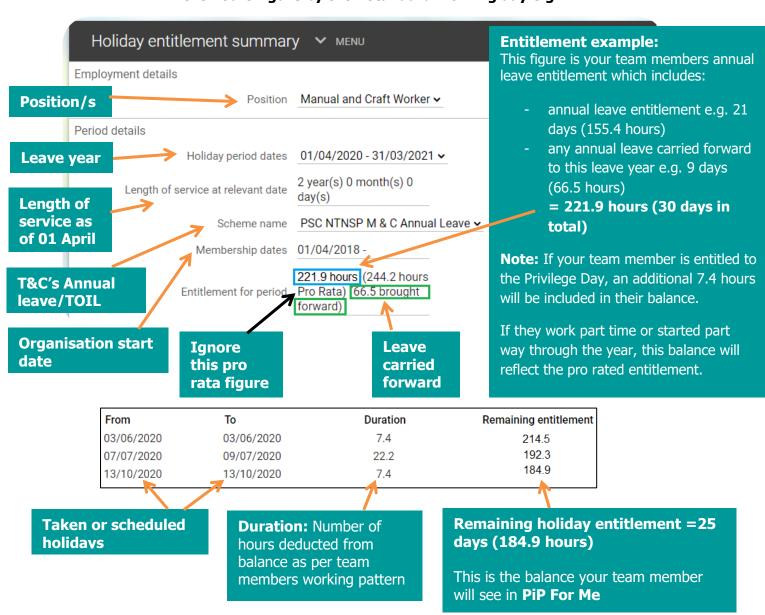
## PiP For My Team Your team members holiday balance explained (PSC Manual and Craft T&C's)

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.



## **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

