

# PiP For My Team

## Your team member's holiday balance explained (MPTC)

The example below is an individual who has 27 days annual leave plus an additional 5 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. 7.5.**

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

- annual leave entitlement e.g. 27 days (202.5 hours)
- any annual leave carried forward to this leave year e.g. 5 days (37.5 hours)
- 10 bank holidays scheduled for this year (75 hours)

**= 315 hours (42 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	7.5	307.5
07/07/2020	09/07/2020	22.5	285
13/10/2020	13/10/2020	7.5	277.5

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

**Remaining holiday entitlement = 37 days (227.5 hours)**  
This is the balance your team member will see in **PiP For Me**

## MPTC Annual Leave Provisions

Length of Service	Annual Leave and General Public Holidays (Days)	Annual Leave and General Public Holidays (Hours)	Total Leave Entitlement
<b>Effective 1 April 2008</b>			
On appointment	27 plus 10 GPH	202 ½ plus 75 GPH	277 ½ hours
After 5 years	29 plus 10 GPH	217 ½ plus 75 GPH	292 ½ hours
After 10 years	33 plus 10 GPH	247 ½ plus 75 GPH	322 ½ hours
<b>Effective 1 April 2010 staff with 20 years' continuous Isle of Man DH/DSC service will be entitled to the following leave:</b>			
20 years	35 plus 10 GPH	262 ½ plus 75 GPH	337 ½ hours

### 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).