

## PROPOSED AMENDMENT TO THE PSC MANUAL & CRAFT MOA

<b>Ref:</b>	<b>PSC 15-154</b>
<b>Re:</b>	<b>Appendix 6 – Proportionate Annual Holidays</b>
<b>Proposal:</b>	To update the MOA in line with the annual leave entitlement maximums as set out in the PSC Pay Agreement 2021/22

### Existing Regulation:

## Proportionate annual holidays

### Appendix 6

#### A) Annual leave entitlement

General Workers and Craftsmen in employment at 31 March 2000		General Workers and Craftsmen who commenced employment on or after 1 April 2000	
Completed Years Service	Allowance Days	Completed Years Service	Allowance Days
0	20 (+1)*	0	20
5	25 (+1)*	4	22
8	26	8	24
11	27	12	26
14	28	16	28
17	29	20	30
20	30		

Note: \* Additional day previously awarded to craftsmen

#### Examples

- i. A general worker in employment at 31 March 2000 with 4 years of employment will have a holiday entitlement of 20 days and will progress to 25 days on completion of 5 years service and 26 days on completion of 8 years service.
- ii. A craftsman in employment on 31 March 2000 with 5 years service will have a holiday entitlement of 26 days which will be retained until he has completed 11 years service when he will have an entitlement of 27 days in total.
- iii. A craftsman or general worker recruited on or after 1 April 2000 will have a holiday entitlement of 20 days and will progress to 22 days on completion of 4 years service and 24 days after completion of 8 years service.

## Proposed Regulation:

# Proportionate annual holidays

## Appendix 6

### A) Annual leave entitlement

In line with the 2021/22 PSC Pay Agreement and the harmonisation of annual leave provisions across the PSC, Manual & Craft employees who at 1 April 2021, had an annual leave entitlement of less than 28 days, adopted the annual leave allowances as shown in the table below: -

<u>Length of Service</u>	<u>Annual Leave (Days)</u>
<u>On appointment</u>	<u>21</u>
<u>After 1 years</u>	<u>22</u>
<u>After 3 years</u>	<u>24</u>
<u>5 years</u>	<u>25</u>
<u>8 years</u>	<u>27</u>
<u>10 years</u>	<u>28</u>

<u>General Workers and Craftsmen in employment at 31 March 2000</u>		<u>General Workers and Craftsmen who commenced employment on or after 1 April 2000</u>	
<u>Completed Years Service</u>	<u>Allowance Days</u>	<u>Completed Years Service</u>	<u>Allowance Days</u>
0	20 (+1)*	0	20
5	25 (+1)*	4	22
8	26	8	24
11	27	12	26
14	28	16	28
17	29	20	30
20	30		

Note: \* Additional day previously awarded to craftsmen

### Examples

- A general worker in employment at 31 March 2000 with 4 years of employment will have a holiday entitlement of 20 days and will progress to 25 days on completion of 5 years service and 26 days on completion of 8 years service.

- ii. — ~~A craftsman in employment on 31 March 2000 with 5 years service will have a holiday entitlement of 26 days which will be retained until he has completed 11 years service when he will have an entitlement of 27 days in total.~~
- iii. — ~~A craftsman or general worker recruited on or after 1 April 2000 will have a holiday entitlement of 20 days and will progress to 22 days on completion of 4 years service and 24 days after completion of 8 years service.~~

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

<u>General Workers and Craftsmen in employment at 31 March 2000</u>		<u>General Workers and Craftsmen who commenced employment on or after 1 April 2000</u>	
<u>Completed Years Service</u>	<u>Allowance Days</u>	<u>Completed Years Service</u>	<u>Allowance Days</u>
<u>0</u>	<u>20 (+1)*</u>	<u>0</u>	<u>20</u>
<u>5</u>	<u>25 (+1)*</u>	<u>4</u>	<u>22</u>
<u>8</u>	<u>26</u>	<u>8</u>	<u>24</u>
<u>11</u>	<u>27</u>	<u>12</u>	<u>26</u>
<u>14</u>	<u>28</u>	<u>16</u>	<u>28</u>
<u>17</u>	<u>29</u>	<u>20</u>	<u>30</u>
<u>20</u>	<u>30</u>		

Note: \* Additional day previously awarded to craftsmen

Last amendment August 2021 reference # PSC 15-154

**Agreed and authorised by:**

Signed on behalf of Prospect



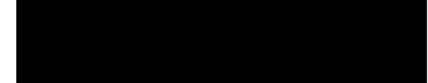
Date: 29-9-2021

Signed on behalf of Unite the Union



Date: 29-9-21

Signed on behalf of the Commission



Date: 29/9/21

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**For Office of Human Resources Use Only**

**Instruction for implementation:**

Passed to..... [Redacted]

By..... [Redacted]

Date 30/09/2021

**An IOM Government All Staff Notice prior to implementation is\*/is not\* required (\*please delete as appropriate)**

Signed ..... [Redacted]  
**Head of Industrial Relations and Policy Section**

**Date CS Regs updated:**

Website ..... [Redacted]

Date..... 01-10-2021.....

Previous PSC CS Reg amendment reference (if any) :	
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<u>Notes/Special Instructions:</u> Communication to Pay Sections required
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