



Isle of Man
Government

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Annual Leave information

2023/24

Introduction

Dear All,

As we enter the new leave year we thought that it would be useful to offer some reminders and tips with regards to yours or your team member's annual leave in PiP.

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Kind regards,

The Office of Human Resources

Annual leave carried forward into 2023/24

Any untaken annual leave at 31 March (up to the maximum as per your terms and conditions) will automatically be carried forward into the new leave year.

Guidance on how to make an annual leave adjustment can be found here: [How do I adjust my team member's holiday entitlement](#) or if you would prefer to watch a video please click [here](#).

COVID-19 Annual Leave Carryover guidelines

Please note that the additional annual leave carryover (up to 20 days) which was permitted during the COVID pandemic has now ceased. Employees can now only carry forward any outstanding annual leave, up to the maximum as per their terms and conditions, into the new leave year.

Bank holidays

Employees on **MPTC, NJC** or **HMD** terms and conditions, or **PSC ESJCR** and **Prison Officers**, have their bank holidays rolled up into their annual leave entitlement in PiP.

When using bank holiday hours to take leave, team members will need to request the leave as a 'Personal holiday'.

For **PSC Civil Service, Manual and Craft Workers** and **Education Support** terms and conditions, bank holidays are applied as standard in the system as a non-working day and can be seen in the personal calendar in PiP For Me. If the bank holiday is taken as normal no action is required.

If a team member works a bank holiday then their manager will need to make an annual leave adjustment to credit the person with the hours owed to their balance, so they can take the leave at a later date.

Guidance on how to make an annual leave adjustment can be found here: [How do I adjust my team members holiday entitlement](#) or if you would prefer to watch a video please click [here](#).

HMD increased leave allowance from 01 April 2022 and 23

The HMD 2021 Pay Award granted a two day increase to the annual leave allowance for HMD staff over a two year period. On 01 April 2022 the allowance was increased by one day and the second day will be incorporated into the allowance with effect from 01 April 2023.

Annual leave anniversaries

If a team member reaches an annual leave anniversary in the current leave year, the system will automatically apply the increase to their allowance, pro-rated to their anniversary month. In all cases the system will calculate and show the increased allowance from 01 April of the relevant leave year.

Part time workers

Part time team member's holiday balances in PiP will automatically be pro-rated to reflect their contractual hours.

The calculation PiP uses is:

Full time annual leave entitlement in hours x Full Time Equivalent (FTE)

For example: 185 hours x 0.8FTE = 148 hours

Working patterns

Working patterns are vitally important as they tell PiP how many hours to reduce a team member's absence (holiday and sickness) entitlement by. This is particularly important for accurate absence records, leave balances and pay if a team member is part time.

Managers have access to update their team members working patterns. For guidance on how to do this please see this [video tutorial](#).

If a specific working pattern is required and is not already available in the system please contact the PiP Changes Team on Tel: 694303 or email: pipchanges@gov.im with the details of the pattern and this can be created for you.

Annual leave credits

If a team member, at the time of appointment, was credited with service for annual leave purposes, then their manager will need to apply an annual leave credit in PiP to place the person at the correct point on the annual leave scale.

If the team member joined within the last two years then it is likely OHR will have applied this credit already, however to check and/or to apply the credit please refer to our guidance here: [How do I apply an annual leave service credit](#)

TOIL

Managers have access to credit their team members with a TOIL balance through PiP For My Team (Manager Self Service). This is applied via a Holiday Entitlement Adjustment and guidance on how to do this can be found here: [How do I adjust my team members holiday entitlement](#) or if you would prefer to watch a video please click [here](#).

Employment changes and leavers

If a team member is changing their hours or is leaving, their holiday balance will automatically adjust in PiP in line with the new hours and leaving date.

Additional holiday guidance, understanding entitlements

For further holiday guidance, including understanding yours or your team member's holiday balances in PiP, please see the following guides on the PiP website:

Employee guides: <https://hr.gov.im/pip/pip-training/pip-for-me/quick-user-guides/annual-leave-and-toil/>

Manager guides: <https://hr.gov.im/pip/pip-training/pip-for-my-team/quick-user-guides/annual-leave-toil-and-special-leave/>