ANNUAL LEAVE CALCULATIONS

Completed Calendar Months	Less then 5 years service	5 years service or over
1	2	2.5
2	4	5
3	6	7.5
4	8	10
5	10.5	12.5
6	12.5	15
7	14.5	17.5
8	16.5	20
9	19	22.5
10	21	25
11	23	27.5
12	25	30

Part Time Workers - *When trying to find pro rata entitlement for part time worker:*

No of Days Worked per week x FTE / 12 x no of months

For example

Someone works 2.5 days per week with less than 5 years service. They start on 15th June.

July – March = 9 months

2.5 x 5 / 12 x 9 = 9.37 = 9 days annual leave

N.B Only full months can be counted when calculating entitlements.

PART TIME ANNUAL LEAVE AND BANK HOLIDAY ENTITLEMENT:

(Bank Holiday Entitlement = No. of days worked / 5 x No. of Bank Holidays)

No. of Days Worked per week	Annual Leave: Less than 5 years Service	Annual Leave: More than 5 years service	Bank Holidays
2	10	12	3
2.5	12.5	15	4
3	15	18	5
4	20	24	6
5 (part time hours)	25	30	8