

Calculating Leave on Termination

Julia has worked for the Council for the past 7 years as a Full Time Support Worker.

She has recently tendered her resignation and will be terminating employment with this Council on 15th October.

Julia has taken 17 days leave and booked a further 5 days off in September. Her annual leave entitlement for the full year is 30 days.

Julia has asked if she entitled to take all of this leave before she finishes in October.

No, Julia is not entitled to take a full year's leave entitlement if she will only have worked 6 months of the annual leave year.

Julia's manager needs to recalculate her leave for this financial year. She will only be entitled to leave for each completed calendar month i.e. April to September (6 months).

In this case, Julia is entitled to take 15 days before her termination date. As she has already taken/booked more than this entitlement, her manager will need to arrange to either:

Cancel the 5 days booked for September and recover 2 days from her final salary

OR,

Recover 7 days from her final salary.