

ANNUAL LEAVE CALCULATIONS

Completed Calendar Months	Less than 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

N.B. FTE refers to entitlement based on number of weeks leave depending on years of service as per the table above

For example

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

July – March = 9 months

$2.5 \times 5 / 12 \times 9 = 9.37 = 9$ 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