Cyngor Bwrdeistref Sirol
Blaenau Gwent
County Borough Council

Annual Leave & Holiday Pay
A Manager's Guide

ORGANISATIONAL DEVELOPMENT DIVISION

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This document is also available in Welsh / Mae'r ddogfen hon hefyd ar gael yn Gymraeg

Version Control

This document is intended for:

☒ Council staff only ☐ School-based staff only ☐ Council & School-based staff

Version	Key Changes	Approved By
Mar 2020	Updated to reflect changes being introduced by the Government on 6 April 2020 which extend the reference period for calculating a worker's average weekly pay from 12 to 52 weeks.	DMT
Jan 2023	Updated to reflect additional annual leave day following 2022 pay negotiations	DMT

This document may be reviewed and amended at any time and without consultation in response to legal requirements or in response to an organisational requirement and where the changes do not reflect a fundamental change or affect the spirit or intent of the document.

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1. Purpose & Scope

This document aims to provide guidance on a consistent approach to the way in which annual leave and sickness pay is calculated across the Authority.

It is important that such entitlements are paid in accordance with legislation and ensures that the Authority is delivering the most efficient service possible.

In terms of the legal context the Working Time Regulations (WTR) (1998) sets out parameters regarding working hours, statutory entitlement to paid leave for most workers and a number of other related matters. It is against this background that the guidance has been developed.

SECTION 1 – TYPES OF WORKERS

2. Definition of Workers

Permanent Employees
A permanent employee is a full time or part time individual who is employed by the Authority on a permanent contract. The employee will have full employment rights in line with current legislation, as outlined in their statement of particulars. There is no expected end date of their employment and they will accrue continuous service.

Permanent employees will accrue all relevant entitlements and benefits in line with the Council's terms and conditions i.e. sick pay and annual leave.

Fixed Term Employees
A fixed-term contract is one that ends on a specified date or on the occurrence of a particular event such as the loss of funding or the completion of a task. A fixed term employee can be a temporary replacement for an absent employee whose contract will terminate upon the return of the regular employee. After four years' continuous service in a fixed term position the manager should refer to the Fixed Term Regulations for further guidance, as the employee will be entitled to permanent status.

Employees recruited on such a contract should be done so on the basis that there is a fixed period for which the work is expected to last and that the weekly hours are definitive e.g. to cover maternity leave or an externally funded project.

Fixed term employees will be entitled to the same benefits as a permanent worker, i.e. annual leave and sick pay.

Term-Time Employees
A term-time contract is defined by an employee working only during periods that coincide with the school terms and is not required to work during school holidays. Term-time employees will be employed based on the number of weeks they work per year and remuneration will be calculated on a pro rata basis which will be inclusive of their annual leave entitlement.

Term-time employees will not be permitted to take leave during school time but will be entitled to the same other benefits of the Authority such as sick pay.

Temporary Employees
Temporary contracts will have no expectation of permanence as the termination date or the event on which the employment will terminate is not known. An employee on a temporary contract will accrue continuous service from the start date of that contract.

Temporary employees will be entitled to sick pay, annual leave and the range of other benefits the Authority offers, where applicable.

An employee should be recruited on a temporary contract if the work is expected to be of a temporary nature but the end date is not known e.g. to cover a period of sickness of a permanent employee. Contractual hours should be stipulated for the purposes of a temporary contract.

Relief Employees
Relief employees should be recruited as a way of dealing with a variable need for work i.e. short term absences. Employees of this nature should only be used on an ad hoc basis and will not work regularly and consistently.

Relief employees should only be paid at the bottom of the grade and will not move through any grade increments. They will not be entitled to annual leave, sick pay or bank holiday entitlements. A relief employee will not benefit from the range of entitlements to which other employees of the Council are entitled.

If relief employees are allowed to build up regular and consistent hours then this will become a risk to the Authority i.e. annual leave, sickness pay and redundancy liability.

Relief employees should be regularly monitored by managers and termination paperwork completed routinely when the employee is no longer required, to ensure there is an accurate record of all current employees.

Part Time Employees
A part time employee will be defined as such if they work fewer hours than the Council's normal full time hours (37 hours per week). Part time employees will not be treated less favourably than comparable full time workers, nor will they be entitled to any benefits which exceed a full time equivalent.

Agency Workers
The Council has a contract to source all agency workers. All administration relating to annual leave and sick pay will be administered by the contractor directly. It should be understood that Agency Workers are not employees of the Council.

3. General Principles

When recruiting, a manager should carefully consider the type of contract that would best suit the required need to ensure efficiency of the service. Due consideration should be given throughout the duration of any contract that is not permanent to ensure that it is still fit for purpose and meets the need of the service. Managers should change the nature of the contract if the situation changes e.g. a relief employee who has started to pick up regular shifts as a result of long term sickness should be terminated as a relief employee and given a temporary contract.

SECTION 2 - ABSENCE

4. Sickness Leave Entitlement

Permanent, Fixed Term, Term-Time and Temporary employees of the Authority are entitled to the following sick pay benefits, dependent on their length of service:

1st year – 1 month full pay and (after 4 months service) 2 months half pay

2nd year – 2 months full pay and 2 months half pay

3rd year – 4 months full pay and 4 months half pay

4th and 5th year – 5 months full pay and 5 months half pay

After 5 years – 6 months full pay and 6 months half pay

Sickness entitlement is calculated on a rolling 12 month basis, which starts on the first day of sickness absence looking back a calendar year.

Periods of absence in respect of industrial injury arising out of, or in the course of, employment with the Authority will not be counted for the purpose of calculating entitlement to sick pay.

All sickness and absence periods must be inputted on iTrent.

The Attendance Management Policy can be found on the intranet for guidance on how to manage short term and long term employee absence. This policy applies to all types of employees.

5. Annual Leave Entitlement

Annual leave is required to be taken by arrangement within the leave year, which should commence on the 1st of the month in which the employee's birthday falls.

Annual leave entitlement for a full time employee is 26 days for those with less than 5 years' continuous service and 31 days for those with more than 5 years' continuous service.

JNC Officers are entitled to 31 days (FTE) annual leave irrespective of length of service.

Soulbury, Aspire and staff on other terms of conditions, will have a different entitlement to annual leave and Managers should refer to the relevant terms and conditions for further guidance.

Annual leave and bank holiday entitlements will be calculated on a pro-rata basis for part time staff. All part time staff should be given their entitlement in hours and minutes.

One day of annual leave entitlement is required to be taken at the Christmas closure by all staff who would ordinarily be expected to work on the designated day; this will be prorated for part time employees.

All annual leave should be taken during the year in which it is accrued. A maximum of five days may be carried over from one entitlement year to the next (prorated for part time staff).

Each calendar year employees are entitled to 8 statutory bank holidays and 2 extra statutory bank holidays. For a full list of statutory and extra statutory bank holidays please refer to the Council's intranet site.

Part time staff should be given a pro rata entitlement for bank holidays in hours and minutes as per the guidance contained within this document, which will be added to their annual leave entitlement. Part time workers whose normal rota day falls on a bank holiday will be expected to deduct their normal working hours for that day from their entitlement. The Authority has developed a simple to use online annual leave calculator that will enable the user to identify the appropriate leave entitlements for both full and part time employees. The calculator can be accessed on the intranet site.

Term-time only staff will not be permitted to take any leave during term time; they are instead paid a pro rata amount of annual leave included in their monthly salary, in order to take leave outside term time.

6. Payment for Annual Leave on Termination of Employment

If an employee leaves the Authority's employment part way through their entitlement year their annual leave entitlement will be calculated on a pro rata basis up until their termination date (based on completed calendar months only). Staff will be encouraged to take the annual leave to which they are entitled before terminating with the Authority. Only in exceptional circumstances will staff be entitled to be paid for any accrued annual leave that they are unable to take, or if the line manager cannot accommodate the taking of the leave, before the date of termination. There must be a sound business case in such situations. Any accrued but untaken flexi time or TOIL will not be paid upon termination; managers will be expected to manage all leave in the notice period.

If, on the date of termination an employee has taken annual leave in excess of their pro rata entitlement, then they will be required to reimburse the Authority by means of deduction from their salary in respect of any excess annual leave taken.

It is important that all annual leave is managed appropriately so that the risk of outstanding annual leave or taking more than accrued is limited.

7. Sickness whilst on Annual Leave

Where an employee falls sick or is injured whilst on annual leave, the employee can report sick and take replacement annual leave at a later time as long as the following conditions are adhered to:

- The total period of incapacity must be fully certified by a qualified medical practitioner. The Authority reserves the right to request further evidence of incapacity in certain instances.
- The employee must contact the manager by telephone on the first day of any known period of incapacity during the annual leave period.
- The employee must submit a written request no later than 10 days after returning to work, setting out how much of the annual leave period was affected by sickness and the amount of leave that the employee wishes to be credited back to their entitlement.
- Where an employee is abroad when taken ill, evidence must still be produced by the employee by way of medical certificate or proof of a claim on an insurance policy for medical treatment.
- All costs of medical certification are to be incurred by the employee.

If an employee satisfies all of the above conditions then the Authority will credit the number of days lost to illness back to their current entitlement year. The leave must then be re-taken within their current entitlement year wherever practical. Where carryover of leave is necessary, only the statutory element of any untaken leave may be carried over (see next section “Annual Leave Entitlement and Sick Leave” for full details). Where it is found that an employee has deliberately requested the replacement of annual leave under false circumstances they will be dealt with via the Council’s Disciplinary Policy & Procedure.

If an employee is ill or injured before the start of planned annual leave, the Authority will agree to the employee postponing the leave to another mutually agreed time (in that leave year wherever possible). The employee must submit this request in writing to their line manager alongside medical certification confirming that the employee is unfit for work.

The Authority may require an employee to take all or part of their replacement annual leave on particular days, in line with the Working Time Regulations (1998).

All periods of sickness absence resulting from these circumstances will be treated in accordance with the Authority’s Attendance Management Policy.

8. Annual Leave and Sick Leave Entitlement

An employee who is absent due to sickness will continue to accrue their contractual annual leave entitlement. However, only annual leave up to the statutory entitlement (28 days in total which includes bank holidays), as provided by the Working Time Regulations (1998) can be carried over from one leave year to the next. This will be prorated for part time employees. Any leave carried over must be taken in the following year and the Council may require an individual to take the leave on particular days.

Example 1 - Full Time Equivalent
Employee A is entitled to 41 days leave (31 days annual leave + 10 bank holidays). Employee A has taken 5 days annual leave and shortly after returning to work is then sick for nine months, returning 2 weeks before the end of their leave year. Although the employee has 36 days in total left only 28 days can be carried over to the following leave year.

Employees who are sick must only be allowed to carry over 5 days annual leave if they have previously taken their statutory allowance of 28 days, inclusive of bank holidays, and do not return before their next entitlement year.

Example 2 - Full Time Equivalent
Employee B is entitled to 41 days leave (31 days annual leave + 10 bank holidays). Employee B has taken 31 days annual leave and is then sick until the next leave year. Although the employee has 10 days left in total, only 5 days can be carried over to the following leave year.

Where an employee returns to work following long term sick leave, any annual leave accrued should be taken in the same leave year where practicable. The Authority may require an individual to take all or part of the accrued leave on particular days in the interest of service delivery.

Travelling/Trips whilst on Sick Leave

Employees are not encouraged to go on holiday whilst on sick leave where this may be **detrimental** to their recovery. Employees who wish to go on holiday or who have pre-booked holidays must seek the written permission, or otherwise, of their Line Manager before embarking on the holiday. For this reason the employee must ensure that they give their Line Manager sufficient notice of their intention to travel. Under normal circumstances the Line Manager will not withhold permission provided that, where requested, the employee submits a letter from their doctor in support of the holiday. The Council reserves the right to refer the employee to the Occupational Health Advisor/Physician for confirmation.

If an employee is on sick leave and goes on holiday without seeking the appropriate approval this will be dealt with in line with the Authority's Disciplinary Policy & Procedure.

Employees on sick leave should be aware that if they participate in activities that are inconsistent with their stated reasons for being sick or activities that worsen or prolong their absence, which could include travel and holidays, the Authority reserves the right to stop statutory sick pay and/or occupational sick pay, and in some cases this could result in disciplinary action.

Annual Leave whilst on Sick Leave

The Council encourages employees to utilise annual leave during sickness periods wherever possible, and where their absence permits, which may **assist** recovery and wellbeing. Therefore, an employee on sick leave may request to take their accrued annual leave entitlement while on sick leave. This must be approved by the employee's GP (to confirm that the trip will not hinder the employee's recovery) and evidence of this submitted to the line manager who will then approve any dates and deduct the annual leave from the employee's entitlement. This will not impact on the employee's entitlement to paid or unpaid sick leave. However, it will be deducted from the annual leave allowance and will not be classed as sick leave.

It is the responsibility of the line manager to inform Payroll that an employee is on annual leave instead of sick leave (via the sick returns) during this time to ensure the employee is paid the correct rate of pay.

A process flowchart is attached as appendix 2**.**

9. Annual Leave for Phased Return to Work after Sickness Absence

Phased returns are used for a variety of reasons when someone has been absent due to sickness. Where agreed (normally in line with Occupational Health), a phased return to work will be managed according to the particular worker and their particular circumstances. The Authority does not expect staff to use their annual leave entitlement during this time. However, the employee and their line manager may agree that accrued annual leave can be used to arrange a period of part time working at the end of the phased return. For advice on specific cases please contact the OD Division.

Managers must inform Payroll of the agreed pattern of work during the period of phased return.

SECTION 3 – REMUNERATION FOR ANNUAL LEAVE & SICKNESS LEAVE (PERMANENT & FIXED TERM STAFF)

10. Definitions

Overtime - generally means any work over the basic contractual 37 working hours per week.

Additional hours - any work over the contracted basic working hours of part-time workers i.e. those whose contract is less than 37 hours per week. Overtime only becomes applicable to part time workers once these additional hours, added to the contracted hours, exceed the normal working hours of full-time staff i.e. more than 37 hours per week.

11. Additional Payments/Enhancements

Case Law and Employment Appeal Tribunals in 2014 along with new regulations have necessitated a revision of how certain additional payments are treated. The basic principle is that if an employee works varied hours as part of their role then **the total amount of varied hours worked should be included in a 52 week calculation** when calculating holiday pay/sick pay because individuals should not be at a financial detriment while on leave or sick.

Any additional contractual payments must also be included in the calculation of holiday/sick pay, providing the employee receives payment for these hours. If time is taken in rather than pay then this would not be included.

Example – where employees are contractually required to be on standby or sleep in these payments must be included in holiday/sick pay calculations.

However, if an employee receives a payment for standby and they are called out to attend and then given the next day off because they have been called out, only the standby payment should be included in the calculation, as the call out payments have been covered by taking the next day off.

12. Absence due to sickness

Employees will be paid their contractual hours whilst absent due to sickness, in line with the entitlements detailed above.

No employee should exceed 37 hours of work per week except in exceptional circumstances. These instances should be discussed at Departmental Management Team meetings and in conjunction with advice from the Organisational Development Division.

If an employee has committed to working additional hours and then subsequently reports sick when the hours were due to be worked, they will not be paid for the additional hours.

However, additional hours actually worked should be calculated for holiday pay/sickness purposes where an individual works varied hours. In these instances holiday pay/sick pay should be calculated using a 52 week average, **excluding** any weeks the employee did not earn any pay.

Staff should not accrue annual leave entitlement for additional hours worked. They will instead just be paid for the additional hours they worked. If they work varied hours then their pay should be inclusive of any average hours worked by undertaking the 52 week calculation.

13. Use of temporary staff

Temporary staff should be recruited in line with the guidance set out at the beginning of this document. Temporary workers should be recruited to fill a gap, usually for a short term period, with a set number of hours to work per week.

Sickness pay should be based on contractual hours unless working varied hours. Sick pay should be calculated using a 52 week average, excluding any weeks the employee did not earn any pay. Managers must regularly monitor and review working hours and if they are no longer fit for purpose the contract should be amended accordingly.

Annual leave entitlements in these cases should be calculated at the outset of the employment and based on a pro rata calculation for the expected duration of the contract. The calculations should also be inclusive of a bank holiday pro rata entitlement.

14. Use of relief staff

Relief workers should be recruited in line with the guidance set out at the beginning of this document. Such workers should only be used on an ad hoc basis and should not be relied upon to fill an ongoing gap in capacity. A pool of relief workers for any given service area can be common practice although they should not be offered regular hours, as this would constitute a temporary contract.

Relief workers will not be entitled to any sick pay and will not be paid for any shift that they are unavailable to work due to sickness.

Relief workers will not be entitled to accrue any annual leave or bank holiday entitlement.

Relief workers should be paid in accordance with the Authority's usual terms and conditions dependent on the shift they are scheduled to work i.e. a bank holiday or sleep in shift. They will not be paid more than a permanent member of staff for such shifts.

15. More than one job

If members of staff work in different roles across the authority, it is a managerial responsibility to ensure that individuals do not breach the Working Time Regulations as we are one employer and staff are entitled to the appropriate rest periods.

Individuals should report sick in line with the reporting procedures for each role they are unfit to attend.

Staff are not permitted to take annual leave in one role in order to pick up additional shifts in another.

16. Calculating Annual Leave

The Authority has developed a simple to use online annual leave calculator that will enable the user to identify the appropriate leave entitlements for both full and part time employees.

The calculator can be accessed on the intranet here.

Guidance and ready reckoners for the manual calculation of annual leave can be found in appendix 1.

Appendix 1 - Guidance for Calculating Annual Leave

To assist the calculation of annual leave a number of ready reckoners have been devised. They are attached below, with guidance notes and can also be accessed on the Council's Intranet site.

This guidance is only to be used for staff working 52 weeks per year.

Please use this guidance in conjunction with the annual leave and bank holiday calculation tables.

Useful Information

- If a member of staff works the same number of hours each day, for five days (Mon-Fri), there is no need to calculate the pro rata entitlement, as it will always equate to 26 days (less than 5 years service) and 31 days (more than 5 years service), and the leave entitlement can be taken in days (e.g. 25hrs per week, 5hrs per day, Mon-Fri).

- A pro rata monthly annual leave entitlement for full time staff (37 hrs) working a normal 5 day week (7hrs 24mins per day) is:

    - 2 days for an employee with less than 5 years service.
    - 2.5 days for an employee with more than 5 years service.

Calculating a Pro Rata Entitlement for Part Time Staff

In order to calculate an employee's entitlement to annual leave you need to ensure that you have:

- the weekly contracted hours for the employee
- the number of days/pattern worked each week
- the number of hours the employee is required to work each day
- the employee's birth month
- whether the employee has more or less than 5 years service
- the table for annual leave and bank holidays calculations

Annual leave entitlements run from an employee's birth month, therefore, if your birthday falls in June your leave entitlement would run from 1 June to 31 May each year.

To calculate leave entitlement, you need to:

- Use the annual leave and bank holiday calculations table to locate the number of hours worked per week and identify the entitlement/pro rata entitlement.
- Add the annual leave and bank holiday entitlement together for the full entitlement.
- Calculate the bank holidays that will fall on the employee's working days and the hours the employee is due to work on these days and total these hours.
- Deduct the number of hours that need to be used for bank holidays and deduct from the full entitlement.
- The number of hours remaining is the employee's entitlement to annual leave.

Scenario: Employee with more than 5 years service working 30hrs per week, 7hrs 30mins per day Tuesday-Friday, birth month June

- Using the annual leave (31 days) and bank holiday calculations table locate the number of hours worked per week (30) and identify the pro rata entitlement (Annual leave = 180hrs Bank holiday = 60 hrs).
- Add this figure together which gives you a total of 240 hrs, this is a full year's entitlement.
- Next you need to deduct all bank holidays that fall on the working day and deduct them depending on the number of hours due to work on that day. In this case the employee works Tues-Fri, (7hrs 30mins per day) so only the Bank Holidays at Christmas and Good Friday (4 days) would need to be deducted at 7hrs 30mins each, therefore 30 hrs needs to be deducted for bank holidays.
- There is a total of 210hrs remaining for annual leave.

  As the employee works the same number of hours each day (7hrs 30mins) this leave entitlement can be divided equally by 7.5 and would equate to 28 days.

How to determine if an annual leave entitlement is in days or hrs/mins

- If the part time employee works the same number of hours each day then the leave can be calculated in days **assuming** the remaining total can be divided equally. (e.g. If 120hrs remaining for annual leave and the employee works five hrs per day then divide 120 by 5 which converts to 24 days leave).
- Annual leave will have to be calculated in hrs and mins if the employee does not work the same number of hours each day.

When to recalculate a leave entitlement

It is important to note that an employee's leave entitlement will need to be recalculated as a result of:

- An increase / reduction in weekly working hours
- Change to working pattern (working day, daily hours, etc) as this may affect the deduction of hrs for bank holiday entitlement
- The employee reaching 5 years continuous service
- Termination of employment part way through a leave year

Calculating the additional entitlement for a full time employee who reaches 5 years service part way through their leave year

Please note this calculation is for staff that are full time.

If an employee reaches 5 years service part way through their leave year, they will be entitled to a pro rata amount of the additional 5 days. To calculate a pro rata additional entitlement, you need to:

- Divide the full additional entitlement of 5 by 12 to get a monthly entitlement (0.4).
- Identify the number of complete months that remain in the leave entitlement after the date of 5 years service.

- Multiple the number of complete months remaining by 0.4.
- This figure will be the additional entitlement that the employee will receive when they reach 5 years service.
- The following full leave year their leave will be increased to 31 days.

Scenario: Full time employee with a leave year that runs from February - January reaches 5 years service on 10 March

- Identify the number of completed months that remain in the leave entitlement after the date of 5 years service = 10 (months) April – January.
- Multiply the number of full months remaining by 0.4.
- On 10 March this employee will receive an additional 4 days leave.
- The following full leave year their leave will be increased to 31 days.

Calculating the additional entitlement for a part time employee who reaches 5 years service part way through their leave year

If an employee reaches 5 years service part way through their leave year, they will be entitled to a pro rata amount of the additional leave (this will vary depending on their weekly hours). To calculate a pro rata additional entitlement, you need to:

- Use the annual leave calculation table (26 days/less than 5 years service) to locate the number of hours worked per week and identify the entitlement in hours.
- Use the annual leave calculation table (31 days/more than 5 years service) to locate the number of hours worked per week and identify the entitlement in hours.
- Calculate the difference in entitlement (this is the pro rata amount for a full year's additional entitlement).
- Divide the full additional entitlement by 12 to get a monthly entitlement.
- Identify the number of completed months that remain in the leave entitlement after the date of 5 years service.
- Multiple the number of full months remaining by the monthly entitlement.
- This figure will be the additional entitlement that the employee will receive when they reach 5 years service.
- The following full leave year their leave will be increased to the full entitlement identified on the annual leave calculation (31 days/more than 5 years service).

Scenario: Part time employee (20hrs) with a leave year that runs from February - January reaches 5 years service on 10 March

- Use the annual leave calculation table (26 days/less than 5 years service) to locate the number of hours worked per week and identify the entitlement in hours **= 100hrs.**
- Use the annual leave calculation table (31 days/more than 5 years service) to locate the number of hours worked per week and identify the entitlement in hours **= 120hrs.**
- Calculate the difference in entitlement (this is the pro rata amount for a full year's additional entitlement) **= 20hrs.**
- Divide the full additional entitlement by 12 to get a monthly entitlement **= 1.5hrs.**
- Identify the number of completed months that remain in the leave entitlement after the date of 5 years service **= 10 months.**
- Multiply the number of full months remaining by the monthly entitlement **= 15hrs.**
- This figure will be the additional entitlement **(15hrs)** that the employee will receive when they reach 5 years service.

- The following full leave year their leave will be increased to the full entitlement identified on the annual leave calculation (31 days/more than 5 years service).

Calculating a leave entitlement for a portion of a year

To calculate a leave entitlement for a portion of the year (e.g. new starter starting part way through leave year or employee terminating):

- Calculate the full annual leave entitlement.
- Calculate the number of completed months the employee works in the leave year.
- Divide the full entitlement by 12 and multiply by the number of completed months the employee has/will work.

Scenario: Employee with more than 5 years service working full time normal hours (37 hrs / 7hrs 24mins per day), birth month June, terminating 15 November

- Full annual leave entitlement would be 31 days.
- Completed months worked 1 June – 31 October = 5 months.
- Divide the full entitlement by 12 and multiply by the number of completed months (5) the employee has worked.
- Pro rata entitlement would be 12.5 days.
- As this individual is terminating you would need to deduct any leave already taken. (If there is a shortfall then the amount would need to be reclaimed in the final salary, alternatively if there is leave remaining this can be paid or taken prior to termination).

BANK HOLIDAY CALCULATIONS - 10 DAYS

Hours Worked Per Week	Bank Holiday Hours (Decimal)	Bank Holiday Hours (Hrs & Mins)
1	2	2
2	4	4
3	6	6
4	8	8
5	10	10
6	12	12
7	14	14
8	16	16
9	18	18
10	20	20
11	22	22
12	24	24
13	26	26
14	28	28
15	30	30
16	32	32
17	34	34
18	36	36
18.5	37	37
19	38	38
20	40	40
21	42	42
22	44	44
23	46	46
24	48	48
25	50	50
26	52	52
27	54	54
28	56	56
29	58	58
30	60	60
31	62	62
32	64	64
33	66	66
34	68	68
35	70	70
36	72	72
37	74	74

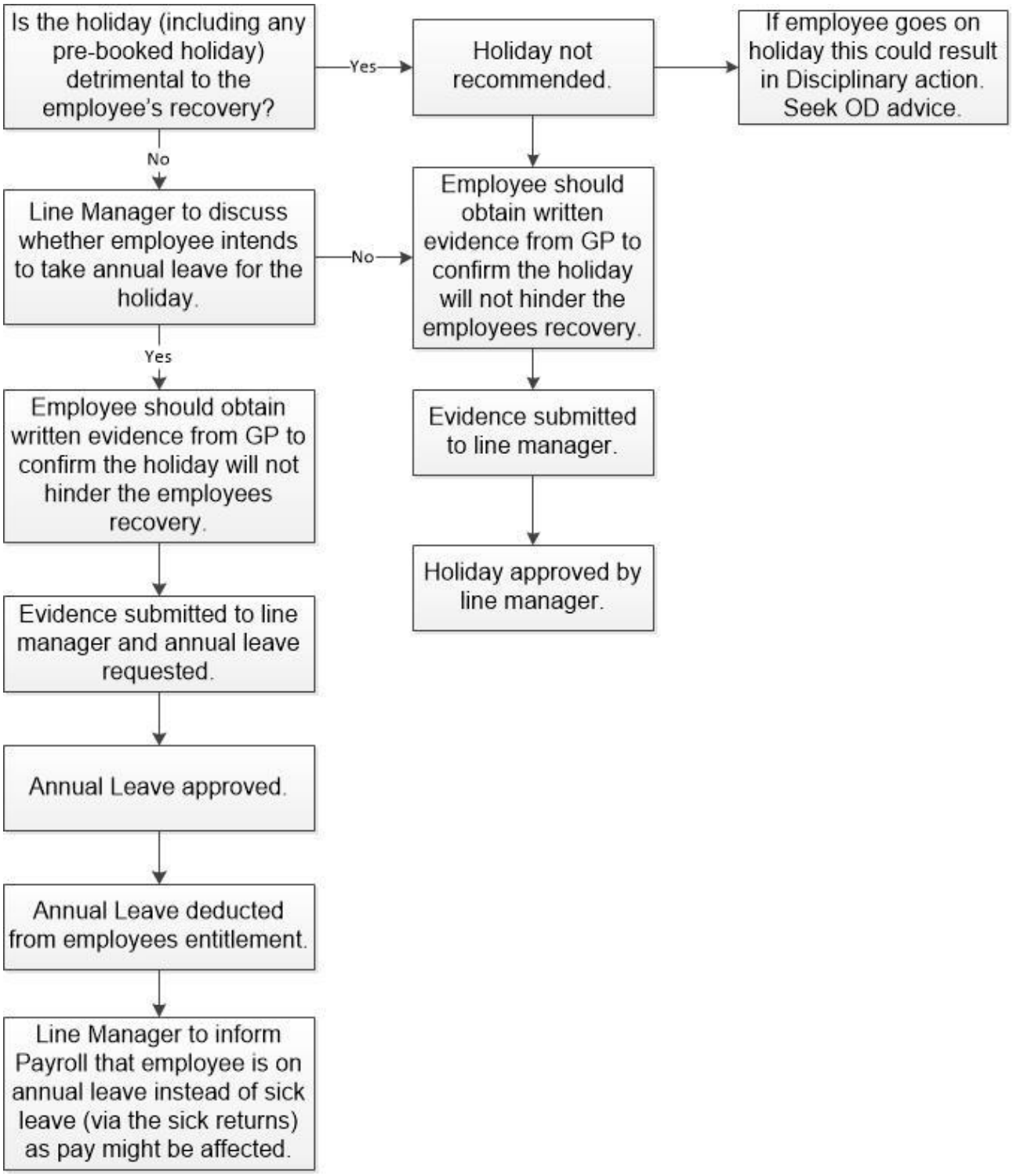
ANNUAL LEAVE CALCULATIONS - 26 DAYS

Hours Worked Per Week	Annual Leave Hours (Decimal)	Annual Leave Hours (Hrs & Mins)
1	5.2	5.12
2	10.4	10.24
3	15.6	15.36
4	20.8	20.48
5	26	26
6	31.20	31.12
7	36.40	36.24
7.4	38.48	38.29
8	41.60	41.36
9	46.80	46.48
10	52	52
11	57.20	57.12
12	62.40	62.24
13	67.60	67.36
14	72.80	72.48
15	78	78
16	83.20	83.12
17	88.40	88.24
18	93.60	93.36
18.5	96.20	96.12
19	98.80	98.48
20	104	104
21	109.20	109.12
22	114.40	114.24
23	119.60	119.36
24	124.80	124.48
25	130	130
26	135.20	135.12
27	140.40	140.24
28	145.60	145.36
29	150.80	150.48
30	156	156
31	161.20	161.12
32	166.40	166.24
33	171.60	171.36
34	176.80	176.48
35	182	182
36	187.20	187.12
37	192.40	192.24

ANNUAL LEAVE CALCULATIONS - 31 DAYS

Hours Worked Per Week	Annual Leave Hours (Decimal)	Annual Leave Hours (Hrs & Mins)
1	6.2	6.12
2	12.4	12.24
3	18.6	18.36
4	24.8	24.48
5	31	31
6	37.20	37.12
7	43.40	43.24
7.4	45.88	45.53
8	49.60	49.36
9	55.80	55.48
10	62	62
11	68.20	68.12
12	74.40	74.24
13	80.60	80.36
14	86.80	86.48
15	93	93
16	99.20	99.12
17	105.40	105.24
18	111.60	111.36
18.5	114.70	114.42
19	117.80	117.48
20	124	124
21	130.20	130.12
22	136.40	136.24
23	142.60	142.36
24	148.80	148.48
25	155	155
26	161.20	161.12
27	167.40	167.24
28	173.60	173.36
29	174.80	174.48
30	186	186
31	192.20	192.12
32	198.40	198.24
33	204.60	204.36
34	210.80	210.48
35	217	217
36	223.20	223.12
37	229.40	229.24

MINUTES - DECIMAL CONVERSION

Minutes	Decimal		Minutes	Decimal
1	0.017		31	0.517
2	0.033		32	0.533
3	0.050		33	0.550
4	0.067		34	0.567
5	0.083		35	0.583
6	0.100		36	0.600
7	0.117		37	0.617
8	0.133		38	0.633
9	0.150		39	0.650
10	0.167		40	0.667
11	0.183		41	0.683
12	0.200		42	0.700
13	0.217		43	0.717
14	0.233		44	0.733
15	0.250		45	0.750
16	0.267		46	0.767
17	0.283		47	0.783
18	0.300		48	0.800
19	0.317		49	0.817
20	0.333		50	0.883
21	0.350		51	0.850
22	0.367		52	0.867
23	0.383		53	0.883
24	0.400		54	0.900
25	0.417		55	0.917
26	0.433		56	0.933
27	0.450		57	0.950
28	0.467		58	0.967
29	0.483		59	0.983
30	0.500		60	1.000

Appendix 2 - Holidays whilst on Sick Leave