Annual Leave

1. Leave Year - All Employees

The leave year begins on the 1st April each year and ends on the following 31st March.

2. Taking Annual Leave

Annual leave should be taken within the leave year. However, managers can allow full time staff to carry over up to five working days into the next annual leave period.

Part time employees can carry the equivalent of one weeks leave over. i.e. if they work 18.5 hours per week, then they can carry 18.5 hours over into the next annual leave period.

Employees returning from Adoption/Maternity/sick leave will be allowed to carry over any untaken leave into the next leave year.

3. Annual Leave Entitlement

Your leave entitlement will vary dependent on spinal column point (SCP), length of Local Government service and the number of days contracted to work each week (see Table 1). iTrent will automatically calculate your leave for the year based upon this information. You can then request annual leave through the Employee Self Service (ESS) on DENNIS.

Annual leave amendments will apply immediately to your entitlement in the event that you receive additional annual leave either through incremental progression, length of service or promotion.

Table 1: Effective from 1st April 2023

Spinal Column Point	Working 1 day per week			Working 2 days per week			Working 3 days per week			Working 4 days per week			Working 5 days per week			Working 6 days per week		
	Service in Years			Service in Years			Service in Years			Service in Years			Service in Years			Service in Years		
	<5	5 to < 10	10 & >10	<5	5 to <10	10 & >10	<5	5 to <10	10 & >10	<5	5 to <10	10 & >10	<5	5 to <10	10 & >10	<5	5 to <10	10 & >10
Up to 07	5	6	6	10	11.5	11.5	14.5	17	17	19.5	22.5	22.5	24	28	28	28.5	33.5	33.5
08 to 14	5	6	6	10	11.5	12	14.5	17	17.5	19.5	22.5	23.5	24	28.	29	28.5	33.5	34.5
15 to 21	5.5	6	6	10.5	11.5	12	16.0	17	18	21	22.5	24	26	28	30	31	33.5	36
22 to 33	5.5	6	6	11	11.5	12	16.5	17	18	22	22.5	24	27	28	30	32	33.5	36
34 & above	6	6	7	12	12	13	18.0	18	20	24	24	26.5	30	30	33	36	36	39.5
Chief Officers	6.5	6.5	7	13	13	14	19	19	21	26	26	28	35	35	38			

If the hours worked each day vary, then the leave entitlement will be expressed in hours rather than days. This will ensure the correct amount of leave is calculated. iTrent will use the following the calculation:

Average daily hours = $\dfrac{\text{Hours contracted to work in a week}}{\text{Number of days worked in a week}}$

Leave entitlement in hours = Leave entitlement in days x Average daily hours.

When leave is taken, whether it is a long day or a short one, the hours normally worked on that day will be deducted from the leave entitlement. This will be based on your working pattern in iTrent.

Example: An employee on SCP 12, with less than 5 years' service and working part-time 18 hours per week, 7 hours on Monday, 7 hours on Tuesday and 4 hours on Wednesday morning.

Average daily hours = $\dfrac{\text{18 hours per week}}{\text{3 days per week}}$ = **6 hours**

The leave entitlement from Table 1 for someone on SCP 12, working 3 days per week with less than 5 years' service is 14.5 days.

Leave entitlement in hours = 14.5 days x 6 hours = **87 hours**

iTrent will then calculate an entitlement to 87 hours' annual leave. However, please note annual leave shown in hours will also include the Bank Holiday entitlement. Please refer to 'Calculating Bank Holiday Entitlement' in Section 10 to view the calculation iTrent will use.

To view entitlement on ESS click on 'My time' > 'Overview' > 'View balances'.

If the employee takes a day's leave on a Monday, then the annual leave is reduced by 7 hours to 80 hours.

Note: All calculations will be rounded up to the nearest half. For example, 20.3 days would be 20.5 days. The same applies with hours; 60.4 hours would be 60.5 hours.

4. **Calculating annual leave when hours are reduced/increased**
   When an employee reduces/increases their hours, iTrent will recalculate annual leave accordingly using the above calculations. The 'Hours' annual leave scheme will apply from April to March in this situation.

5. **Leavers**

   If people leave the organisation the following calculations will be used to calculate their holiday pay. We would normally expect managers to ask their employees to use up all their annual leave, but in exceptional circumstances, i.e. not returning after maternity the calculation below is used:

   For full time staff:
   Annual salary + LFW / 365 x days owed = £X before deductions.

   For part time staff:
   Hourly rate + LFW x hours owed = £X before deductions