

How to ... Calculate Annual Leave and Public Holiday Entitlements

This How to guide provides further guidance to the [Annual Leave and Public Holidays](#) to assist managers and employees to calculate entitlements in circumstances where a full leave year has not been worked.

This may be because the employee; is in their first year of service with the Council; has changed their hours of work or is leaving the Council.

It also provides guidance on how to calculate leave due following a period of sickness absence and when it may be appropriate to utilise annual leave during a period of sickness absence.

Where public holidays and annual leave is allocated in days this should be converted to hours to ensure the correct leave applies for part days and/or non standard working patterns.

Detailed guidance on this and other conversions is below. You may also wish to refer to the [Annual Leave Calculator](#) for guidance.

How Do I?	
1.	Convert Annual Leave Days to Hours
2.	Pro Rate Annual Leave for Part Year
3.	Part Time Pro Rate Annual Leave
4.	Calculate Annual Leave for Change from Full Time to Part Time
5.	Convert from decimal to minutes
6.	Convert public holidays to hours
7.	Convert statutory leave to hours
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12.	Examples for Q1 to Q11
13.	Calculate leave during short term absence
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Q.	Convert Annual Leave Days to Hours	Example back
1	Multiply the days standard day (normally 7.2 hours)	$25 \times 7.2 \text{ hours} = 180 \text{ hours}$
Q.	Pro Rate Annual Leave for Part Year	Example back
2	Divide number of days worked by number of days in year (365 or 366) then multiply by annual leave for full leave year	$323 / 365 \times 180 \text{ hours} = 159.2 \text{ hours}$
Q.	Part Time Pro Rate Annual Leave	Example back
3	Multiply annual leave in hours by contracted hours divided by standard weekly hours (normally 36)	$180 \times 21.6/36 = 108 \text{ hours}$
Q.	Calculate Annual Leave for change from Full Time to Part Time	Example back
4	a. Divide number of days worked full time by number of days in year (365 or 366) then multiply by annual leave for full year	a. $323 / 365 \times 180 = 159.2 \text{ hours}$
	b. Divide number of days worked part time by number of days in year (365 or 366) then multiply by annual leave for full year, multiply by part time hours divided by standard weekly hours (normally 36)	b. $42 / 365 \times 180 = 20.8 \text{ hours}$ x $18/36 = 10.4 \text{ hours}$
	c. add a & b together	$159.2 + 10.4 = 169.6 \text{ hours}$

Q.	Convert from decimal to minutes	Example (back)
5	Multiply decimal fraction by 60	0.46 hours x 60 = 28 minutes
Q.	Convert public holidays to hours	Example (back)
6	Multiply 6 plus 1 discretionary day by standard day (normally 7.2 hours)	7 x 7.2 hours = 50.4 hours
Q.	Convert statutory leave to hours	Example (back)
7	Multiply 28 days by standard day (normally 7.2 hours)	28 x 7.2 hours = 201.6 hours
Q.	Pro rate statutory leave for part year	Example back
8	Divide number of days worked by number of days in year (365 or 366) then multiply by statutory leave in hours	323 / 365 x 201.6 hours = 178.4 hours
Q.	Part time pro rate statutory leave	Example back
9	Multiply statutory leave in hours by contracted hours divided by standard weekly hours (normally 36)	201.6 x 21.6/36 = 121 hours
Q.	Part time pro rate statutory leave for part of the leave year	Example (back)
10	a. Divide number of days worked by number of days in year (365 or 366) then multiply by statutory leave in hours	a. 323 / 365 x 201.6 = 178.4 hours
	b. Take a. and multiply by contracted hours divided by standard weekly hours (normally 36 hours)	b. 178.4 hours x 21.6/36 = 107 hours
Q.	Part time pro rate public holidays	Example back
11	Multiply annual public holiday entitlement by contracted hours divided by standard weekly hours (normally 36 hours)	50.4 x 18/36 = 25.2 hours

12	EXAMPLES			(back)
1 New employee working 36 hpw with no previous qualifying service. Resigned. Start and end dates 01.05.14 to 05.11.14 (27 weeks).				
Annual Leave	Public Holidays	Statutory Leave	Outcome	
Convert annual leave days to hours 25 x 7.2 hours = 180 hours Pro rate annual leave for full time leaver 27/52 weeks x 180 hours = 93.46 hours Convert from decimal to minutes 93 hours plus 0.46 x 60 minutes = <u>93 hrs 28 mins</u>	No public holidays recognised by the Council in period.	Convert statutory leave to hours 28 x 7.2 hours = 201.6 hrs Pro rate statutory leave 201.6 x 27/52 weeks = 104.68 hours Convert from decimal to minutes 104 hours plus 0.68 x 60 minutes = <u>104 hrs 41 mins</u>	As the statutory leave is more than the combined annual leave and public holidays, the shortfall of <u>11 hrs 13 mins</u> must be added to the annual leave entitlement.	
2 Decrease in Weekly Hours – 36 hours per week reduced to 18 hours per week on 01.12.2014. Annual Leave entitlement 25 days.				
Annual Leave	Public Holidays	Statutory Leave	Outcome	
Pro rate annual leave 180 hours x 11/12 ^{ths} = 165 hours plus 180 hours x (18/36 hpw) x 1/12 ^{ths} = 7.5 hours Total = 165 plus 7.5 hours = 172.50 = <u>172 hrs 30 mins</u>	Convert public holidays to hours 7 x 7.2 hours = 50.4 hours Part time pro rate public holidays 50.4 x 11/12 ^{ths} = 46.2 hrs 50.4 x (18/36) x 1/12 = 2.1 hrs Total = 46.2 plus 2.1 hours = 48.3 = <u>48 hours 18 mins</u>	Pro rate statutory leave 201.6 hrs x 11/12 th = 184.8 hrs 201.6 x (18/36) x 1/12 ^{ths} = 8.4 hrs Total = 184.8 plus 8.4 hours = 193.2 = <u>193 hours 12 mins</u>	As the statutory leave is less than the combined annual leave and public holiday, no further adjustment is needed.	
3 Increase in Weekly Hours – 21.6 hours per week to 36 hours per week on 20.11.14. Annual Leave entitlement is 25 days.				
Annual Leave	Public Holidays	Statutory Leave	Outcome	
To part time pro rate annual leave 21.6/36 x 180 hours = 108 hours plus 46/52 x 108 hours = 95.5 hours plus 6/52 x 180 hours = 20.8 hours, Total = 95.5 + 20.8 = 116.3 = <u>116 hours 18 mins</u>	To part time pro rate public holidays 46/52 weeks x 50.4 hours x 21.6/36 = 26.75 hours plus 6/52 weeks x 50.4 hours = 5.8 hours, Total = 26.75 + 5.8 = 32.6 hours = <u>32 hours 36 mins</u>	Pro rate statutory leave 201.6 hrs x (46/52 weeks x 21.6/36 hours) = 107 hours plus 201.6 hrs x (6/52 weeks x 36/36 hours) = 23.26 hours Total = 107 + 23.26 = 130.26 = <u>130 hours 16 mins</u>	As the statutory leave is less than the combined annual leave and public holiday, no further adjustment is needed.	

Q.	Calculate leave during short term absence (back)	
13	There is no re-calculation as a result of a single or multiple short term absences, i.e. each individual absence of less than 3 months has no impact on entitlement to annual leave and public holidays.	
Q.	Re-calculate leave during of following long term absence	Example (back)
14a	Continuous sickness absences of three months or more result in a recalculation to an amount equal to the period of actual service worked during the leave year, subject to this not being less than the statutory minimum of 28 days / 201.6 hours (28 x 7.2 hours).	<p>Employee off sick for 13 weeks from May to July and worked the remaining period in the leave year.</p> <p>Employees entitlement: 25 days or 180 hours annual leave (25 x 7.2 hours) plus 7 days or 50.4 hours (7 x 7.2 hours) public holidays = 32 days / 230.4 hours leave entitlement for full year.</p> <p>Adjusted entitlement: 39/52 weeks x 230.4 hours = 172.80 hours. As this is less than statutory leave, the entitlement is made up to 201.6 hours.</p>
14b	<p>Where the sickness absence spans two leave years the recalculation is based on the employee's normal entitlement for each of the two years added together, less the total continuous absence over the two years.</p> <p>You may wish to refer to the Annual Leave calculator on the My View page on eric to assist with this calculation.</p>	<p>Employee with 7 years' service and contracted 36 hpw. Sickness absence 15 July 2013 to 18 May 2014 = 308 days.</p> <p>Year 1 entitlement: 30 days / 216 hours annual leave + 7 days / 50.4 public holidays = 37 days / 266.4 hours</p> <p>Year 2 entitlement: 30 days / 216 hours annual leave + 7 days / 50.4 public holidays = 37 days / 266.4 hours</p> <p>Total combined entitlement: (37 days) 266.4 + (37 days) 266.4 = 532.8 hours</p> <p>Deduction: 308 days / 365 days x 266.4 = 224.8 hours</p> <p>Balance: 532.8 less 224.8 hours = 308 hours</p> <p>Adjusted leave: As this is less than 2 x the statutory leave (2 x 201.6 hours), i.e. 403.2 hours, the adjusted leave is made up to 403.2 hours.</p> <p>Any annual leave taken and public holidays which fell before the start of the absence in the 1st year or due to be taken on return in the 2nd year should be deducted from the adjusted leave.</p>

Q.	Re-calculate leave during or following long term absence (continued)	Example
14c	The calculation in 14b for employees contracted to work part time hours where the absence spans to leave years is pro-rated.	<p>If the employee in example 14b was contracted to work 21.6 hpw, the calculation would be:</p> <p>Year 1 entitlement: $266.4 \text{ hours} \times 21.6 / 36 = 159.8 \text{ hours}$</p> <p>Year 2 entitlement: $266.4 \text{ hours} \times 21.6 / 36 = 159.8 \text{ hours}$</p> <p>Total combined entitlement: $159.8 \text{ hours} + 159.8 \text{ hours} = 319.6 \text{ hours}$</p> <p>Deduction: $308 \text{ days} / 365 \text{ days} \times 159.8 = 134.8 \text{ hours}$</p> <p>Balance: $319.6 \text{ less } 134.8 \text{ hours} = 184.8 \text{ hours}$</p> <p>Adjusted leave: As this is less than 2 x the statutory leave of 241.9 hours ($403.2 \text{ hours} \times 21.6/36$), the adjusted leave is made up to 241.9 hours.</p> <p>Any annual leave taken and public holidays which fell before the start of the absence in the 1st year or due to be taken on return in the 2nd year should be deducted from the adjusted leave.</p>
Q.	Further Information (back)	
15	<p>For further information on the calculation of Annual Leave entitlement and adjustments to leave entitlements as a result of sickness absence please contact Employee Support by emailing EmployeeSupport@pkc.gov.uk or by telephoning 01738 475555 and selecting Option 2.</p> <p>For further information on financial calculations relating to using Annual Leave during a period of sickness absence please contact Payroll by emailing Payroll@pkc.gov.uk or by telephoning 01738 475555 and selecting Option 3.</p>	