



# Annual Leave & Public Holiday Guidance (Local Government Employees)

Name of Record	Annual Leave & Public Holiday Guidance LGE
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Status	Live
Date of Publication	02/2024

Version	Notes	Author	Date
1.0	Updated guidance as a result of a new system (iTrent)	HRO	02/2024
2.0	Updated to include reference to leave being recalculated when hours change mid-year	HRO	05/2024



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## 1. Introduction

This guidance covers all key topics in relation to the management of annual leave for Local Government Employees.

### 1.1 Note for Term-Time Employees

Employees contracted to work term-time are required to attend on each day of the school session. They will receive an allowance for annual leave and public holidays within their annual salary proportionate to their term time working pattern.

Tables showing the effects of the term-time formula will be made available in every school so that employees can see how their own salaries have been calculated using the formula.

### 1.2 Example Calculations

Balances are automatically calculated in iTrent, however example calculations based on a 35 hour contract have been provided for reference. To adjust for a 37 hour contract, replace “35” with “37” and use the relevant 37 hour annual leave entitlement as per the entitlement table below.

Managers must ensure all work patterns are kept up-to-date for the automatic calculations to be correct.

## 2. Annual Leave Entitlement

The leave year runs from 1 January to 31 December. Annual leave entitlement is calculated on contracted hours and increases by length of service.

### 2.1 Full Time Employees

Annual Leave Entitlement Table		
Completed years of service by 1 <sup>st</sup> January	Annual leave entitlement (full time equivalent, 35 hour contract)	Annual leave entitlement (full time equivalent, 37 hour contract)
Less than 12 months	161 hours	170.5 hours
1 year	168 hours	178 hours
2 years	175 hours	185 hours
3 years	182 hours	192.5 hours
4 years	189 hours	200 hours
5 years	196 hours	207.5 hours
6 years	203 hours	215 hours
7 years	210 hours	222 hours
8 years	217 hours	229.5 hours
9 years	224 hours	237 hours
More than 10 years	231 hours	244.5 hours

An adjustment may be required for employees with irregular work patterns (e.g. shifts or compressed hours). See [section 3](#).

## 2.2 Part Time Employees

Calculations for part time employees are pro-rated against the full time equivalent as shown in the table above.

The calculation is:

$$\frac{\text{full time equivalent leave entitlement (as per table)}}{35 \text{ or } 37 \text{ (contract type)}} \times \text{contracted weekly hours}$$

### Example

Employee with 8 years of continuous service works 17.5 hours per week (0.5FTE).

$$\frac{217}{35} \times 17.5 = 108.5 \text{ hours of annual leave}$$

A further adjustment may be required for public holidays. See [section 3](#).

## 2.3 Annual Leave and EDC Long Service Award

Employees currently in receipt of a long service award negotiated with Eastwood District Council can opt to continue to receive this annual payment rather than take the additional annual leave. However, they will not be entitled to receive both the long service award and the additional annual leave.

## 3. Public Holiday Entitlement

There are 10 fixed public holidays.

- 1<sup>st</sup> January (or next working day if this falls on a weekend)
- 2<sup>nd</sup> January (or next working day if this falls on a weekend)
- Good Friday
- Easter Monday
- First Monday in May
- Last Monday in May
- Last Monday in September
- Friday before the last Monday in September
- 25<sup>th</sup> December (or next working day if this falls on a weekend)
- 26<sup>th</sup> December (or next working day if this falls on a weekend)

Employees who are required to work on a public holiday as part of their normal work pattern have separate arrangements for taking days in lieu. These are outlined in detail in the [LGE Harmonised Terms & Conditions](#).

When an employee leaves the Council before the end of the leave year, only days that fall during the period of employment will be honoured. See [section 4.1](#).

### 3.1 Full Time Employees

The full time entitlement to public holidays is 70 hours (or 74 hours for a 37 hour contract).

Full time employees on a standard Monday to Friday work pattern (Monday to Thursday, 7 hours 10 minutes and Friday, 6 hours 20 minutes) receive public holidays as they fall.

Full time employees who work an irregular work pattern (e.g. compressed hours or shifts) may require an adjustment to their annual leave balance depending on how the public holidays fall in relation to their working pattern.

#### Example 1

Full time compressed hours employee works 8.75h per day Tuesday to Friday.

In 2024, 5 public holidays fall on a working day, meaning they receive 43.75 hours (5 x 8.75).

70 hours entitlement – 43.75 hours received = 26.25 hours (to be added to annual leave).

#### Example 2

Full time compressed hours employee works 8.75h per day, Monday, Tuesday, Thursday, Friday.

In 2024, all public holidays fall on a working day, meaning they receive 87.5 hours (10 x 8.75).

70 hours entitlement – 87.5 hours received = -17.5 hours (to be deducted from annual leave).

### 3.2 Part Time Employees

Part time employees receive a pro-rata entitlement to public holidays. The calculation is:

$$\frac{\text{total hours public holidays (70 or 74)}}{35 \text{ or } 37 \text{ (contract type)}} \times \text{contracted weekly hours}$$

#### Example 1

Employee works 16 hours per week (8h per day, Wednesday and Thursday).

$$\frac{70}{35} \times 16 = 32 \text{ hours of public holiday}$$

In 2024, 2 out of the 10 public holidays fall on a working day, so they receive 16 hours (2 x 8).

32 hours entitlement – 16 hours received = 16 hours (to be added to annual leave).

#### Example 2

Employee works 21 hours per week (7h per day, Monday, Tuesday and Friday).

$$\frac{70}{35} \times 21 = 42 \text{ hours of public holiday}$$

In 2024, 8 out of the 10 public holidays fall on a working day, so they receive 56 hours (7 x 8).

42 hours entitlement – 56 hours received = -14 (to be deducted from annual leave).

## 4. Special Circumstances

### 4.1 Employees starting or leaving part way through the year

Employees who join or leave the Council during the leave year have an entitlement proportionate to the number of days they are employed in the leave year.

Where leave in excess of the accrued entitlement has been taken, the Council will deduct the appropriate amount for the leave overtaken from the final salary payment. In addition, where an employee has carried forward annual leave from one leave year to the next and terminates their employment, no payment will be made for the unused carried over leave.

Employees are expected to use any outstanding balance prior to leaving the Council. If this is not possible due to service delivery requirements, managers must email HR Direct to confirm the outstanding balance that the employee will not be able to take so that this can be processed in their final pay. The manager must make the relevant deduction from the employee's entitlement on iTrent and add a note to the adjustment confirming that the leave is being paid for future audit purposes.

The part year calculation is:

#### Annual leave calculation:

$$\frac{\text{full year entitlement}}{366 \text{ (leap year)}} \times \text{number of days employed in leave year}$$

#### Public holiday calculation:

Full time employees receive public holidays as they fall, therefore no calculation is required. For part time or irregular work pattern employees, a calculation is required to work out their proportionate entitlement and the number of hours received due to the work pattern.

$$\frac{\text{public holiday hours that fall during period of employment}}{35 \text{ or } 37 \text{ (contract type)}} \times \text{contracted weekly hours}$$

The example below uses a scenario where an employee resigns part way through the year. The same sum is applied for employees that start part way through the year.

#### Example 1

A full time standard work pattern employee with 10+ years of continuous service resigns with effect from 6 November 2024.

$$\frac{231}{366} \times 311 = 196.287 \text{ hours of annual leave}$$

No calculation required for public holidays.

**Example 2**

A part time employee with 6 years of continuous service resigns with effect from 6 November 2024. They work 17.5 hours per week (0.5FTE).

$$\frac{203}{366} \times 311 \times 0.5 (FTE) = 186.247 \text{ hours of annual leave}$$

8 out of the 10 public holidays fall during the period 01/01/2024 and 06/11/2024 (8 x 7 = 56).

$$\frac{56}{35} \times 17.5 = 28 \text{ hours of public holiday}$$

The employee's work pattern is 7 hours on Tuesday and Wednesday, 3.5 hours on Thursday.

They only received 1 out of the 8 public holidays due to their work pattern (7 hours on a Tuesday). Therefore, the outstanding 21 hours are added to the employee's entitlement.

Overall entitlement is  $186.247 + 28 = 214.247$  hours of leave

**4.2 Important note for employees leaving with less than 5 years' service**

Employees who leave the Council with less than 5 years' service may require an adjustment to their leave to ensure that they meet the statutory minimum of 196 hours per annum (pro-rated). This adjustment is automatically calculated on iTrent if required.

**4.3 Important note for employees changing their hours throughout the year**

When an employee changes their contractual hours mid-year, their annual leave will be recalculated. If the employee owes annual leave they will either have to purchase leave to cover the difference or have the leave deducted from the following leave year.

**5. Annual Leave Requests**

Leave should normally be taken in full or half days. Subject to local agreement and manager approval it may be possible to request shorter periods of leave, however it may not be possible to accommodate such requests due to service delivery requirements. This option may be more relevant towards the end of the leave year to use up a small outstanding balance.

Where employees have access to the ESS they should use this to apply for annual leave.

Employees who do not have access to ESS should use the [annual leave request form](#).

**5.1 Employee Responsibilities**

- Provide as much notice as reasonably practicable when requesting a period of annual leave
- When requesting a half day, the notes section should be used to indicate if the request is to cover the morning or the afternoon
- Where employees wish to change booked leave dates, this should be discussed with their manager before amending the booking on ESS

## 5.2 Manager Responsibilities

- Approve/reject annual leave requests in a timely fashion
- Record and communicate the reason for any rejected requests
- Monitor annual leave requests across the team to ensure leave is being used appropriately and to ensure there is sufficient cover at all times
- Communicate, as soon as reasonably possible, any periods during which it may not be appropriate to take annual leave due to operational requirements
- Ensure all work patterns are kept up-to-date so that balances remain correct
- Use the notes on iTrent to record any additional carry forward adjustments or requests to borrow leave from the following year (see [section 6](#))
- Review and, where applicable, make the necessary adjustments and confirm any leave-related payments to HR Direct when an employee leaves the Council (see [section 4.1](#)).



## 6. Annual Leave Carry Over, Borrow & Purchase

Please note, any application to carry over, borrow or purchase leave can be refused for operational reasons.

### 6.1 Carry Over

All employees, except term-time employees, will be allowed to carry over up to a maximum of 35 hours or 37 hours (depending on contract type) can be carried over into the next year without manager approval. This is pro-rated for part time employees.

Where an employee can identify, before the end of a leave year, specific leave requirements for the next leave year, annual leave in excess of 35/37 hours may be carried over with management approval.

If approved, managers are responsible for making the necessary adjustments to the employee's balance in the new leave year. When making the adjustment, managers should state in the notes that the adjustment is for approved additional carry over.

Where an employee has carried forward annual leave from one year to the next and terminates their employment during that year, no payment will be made for unused carried over leave.

### 6.2 Borrow

Employees may also request to borrow up to 35 hours or 37 hours (depending on contract type) from their annual leave entitlement the following year. This is pro-rated for part time employees.

Employees must discuss this with their line manager with as much notice as possible. If approved, the manager can request leave in excess of their entitlement bringing their balance into a negative. When approving leave requests that take an employee into a negative balance, managers must note in the comments that the borrow request has been approved.

Where an employee resigns from the Council during the following year before the borrowed amount of leave has been accrued, the balance will be deducted from their final salary.

### 6.3 Purchase

Employees can request to purchase up to an additional 70 hours (35 hour contract) or 74 hours (37 hour contract) of annual leave each year. This is pro-rated for part time employees.

Applications should be submitted to line management using the [Purchase Leave Request Form](#) with as much notice as possible to allow for decisions to be made and arrangements to be put in place prior to the start of each leave year. It is acknowledged that personal circumstances can quickly change therefore applications will be accepted through the leave year.

HR Direct are responsible for making the necessary adjustments to the employee's balance.