**Annual Leave & Public Holidays**

With the introduction of iTrent, the new HR/Payroll system, Annual Leave and Public Holiday entitlement will now be calculated in hours with effect from 1 January 2016.

* The holiday year will begin on 1 January and end on 31 December
* Employees may allocate leave within the period 1 January of the year it relates to and 31 January of the following year
* Any annual leave not taken by 31 January will be forfeited
* Fixed Public Holidays (New Years’ Day, 2 January, Good Friday, Easter Monday, Christmas Day & Boxing Day
* Employees who, by the end of January of the leave year have completed at least, 1, 5 or 10 years’ reckonable service, will be entitled to additional leave from that year as detailed below
* iTrent will automatically work out an employees entitlement based on their service and the number of hours worked. Employees with more than one position will have their annual leave entitlement calculated separately for each position
* Annual Leave and Public Holiday entitlement is shown together in itrent

The Annual Leave entitlements converted to hours are shown on the Tables below for 35 hour and 37 hours FTE Employees

Public Holidays

Public Holiday allowance will also be calculated in hours.

For all Full Time employees working:-

* 35 hours per week are entitled to 6 Public Holidays per year which equates to 42 hours.
* 37 hours per week are entitled to 6 Public Holidays per year which equates to 44.40 hours

Part Time or Job Share employees should use the following calculation:-

35 FTE Employees Public Holiday Entitlement in hours x number of hours worked per week ÷ 35

37 FTE Employees Public Holiday Entitlement in hours x number of hours worked per week ÷ 37

**Calculation of Annual Leave in Hours for Single Status employees working 35 hrs or less per week (FTE35)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Time Annual Leave Entitlement in hours for a 35 hour Working Week \* | | | | | |
| Continuous Service | Days | Hours |  | Public Holidays Days | Public Holiday Hours |
| Less than 1 year | 26 | 182 | 26 days x 7hrs | 6 | 42 |
| 1 Year but less than 5 years | 28 | 196 | 28 days x 7hrs | 6 | 42 |
| 5 years but less than 10 years | 33 | 231 | 33 days x 7hrs | 6 | 42 |
| 5 Less More than 10 Years | 36 | 252 | 36 days x 7hrs | 6 | 42 |

Examples of how to work out Annual Leave entitlement in Hours

Annual Leave Entitlement in hours x number of hours worked per week ÷ 35

Public Holiday Entitlement in hours x number of hours worked per week ÷ 35

|  |  |  |
| --- | --- | --- |
| Length of Service | Hours work per week | Annual Leave / Public Holiday Entitlement |
| 1 year but less than 5 years | 17.5 hrs | Annual Leave 196hrs x 17.5/35 = 98 hrs |
| Public Holiday 42hrs x 17.5/35 = 21 hrs |
| More than 10 years | 23 hrs | Annual Leave 252hrs x 23/35 = 165.60 hrs |
| Public Holiday 42hrs x 23/35 = 27.60 hrs |
| 5 years but less than 10 years | 31 hrs | Annual Leave 231hrs x 31/35 = 204.60hrs |
| Public Holiday 42hrs x 31/35 = 37.20hrs |

**\*This would be for all employees working 35 or 37 hours per week regardless of the number of days worked each week**

**Calculation of Annual Leave in Hours for Single Status employees working 37 hrs or less per week (FTE37)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Time Annual Leave Entitlement in hours for a 37 hour Working Week \* | | | | | |
| Continuous Service | Days | Hours |  | Public Holidays Days | Public Holiday Hours |
| Less than 1 year | 26 | 192.40 | 26 days x 7.4hrs | 6 | 44.40 |
| 1 Year but less than 5 years | 28 | 207.20 | 28 days x 7.4hrs | 6 | 44.40 |
| 5 years but less than 10 years | 33 | 244.20 | 33 days x 7.4hrs | 6 | 44.40 |
| 5 Les More than 10 Years | 36 | 266.40 | 36 days x 7.4hrs | 6 | 44.40 |

Examples of how to work out Annual Leave entitlement in Hours

Annual Leave Entitlement in hours x number of hours worked per week ÷ 37

Public Holiday Entitlement in hours x number of hours worked per week ÷ 37

|  |  |  |
| --- | --- | --- |
| Length of Service | Hours work per week | Annual Leave / Public Holiday Entitlement |
| 1 year but less than 5 years | 20 hrs | Annual Leave 207.20hrs x 20/37 = 112hrs |
| Public Holiday 44.40hrs x 20/37 = 24hrs |
| More than 10 years | 23 hrs | Annual Leave 266.40hrs x 23/37 = 165.60hrs |
| Public Holiday 44.40hrs x 23/35 = 27.60hrs |
| 5 years but less than 10 years | 31 hrs | Annual Leave 244.20hrs x 31/35 = 204.60hrs |
| Public Holiday 44.40hrs x 31/35 = 37.20hrs |

**\*This would be for all employees working 35 or 37 hours per week regardless of the number of days worked each week**