

How to Guide: Calculating annual leave

GUIDANCE FOR MANAGERS AND EMPLOYEES FOR WORKING OUT ANNUAL LEAVE ENTITLEMENT

1

Calculating basic holiday entitlement for full-time workers

Employees and workers have a statutory entitlement to 5.6 weeks or 28 days annual leave or holiday pay each annual leave year. This is referred to as statutory leave entitlement and this can be inclusive of bank holidays. For full-time workers, working 5 days a week, they will get a minimum of 28 days annual leave in the leave year. Within the Health Board, the annual leave year runs from 1st April to 31st March the following year.

2

Calculating pro-rata holiday entitlement for part-time staff

Part-time workers are entitled to the pro-rata holiday entitlement, which is the part-time equivalent to the hours which they work. Annual leave for part-time workers can be worked out by multiplying the number of days worked in a week by 5.6

For example, $4 \times 5.6 = 22.4$ days

3

Calculating annual leave for staff who commence part way through the annual leave year

If a member of staff starts partway through the leave year, then their annual leave calculation will be based on their start date and will continue until the 31st March.

For example, if they start on the 1st June, their leave should be calculated from 1st June – 31st March

An annual leave calculator is available on the Health Board intranet for calculating leave for staff commencing part way through the annual leave year.

<http://nww.working4us-hduhb.wales.nhs.uk/terms-conditions>

4

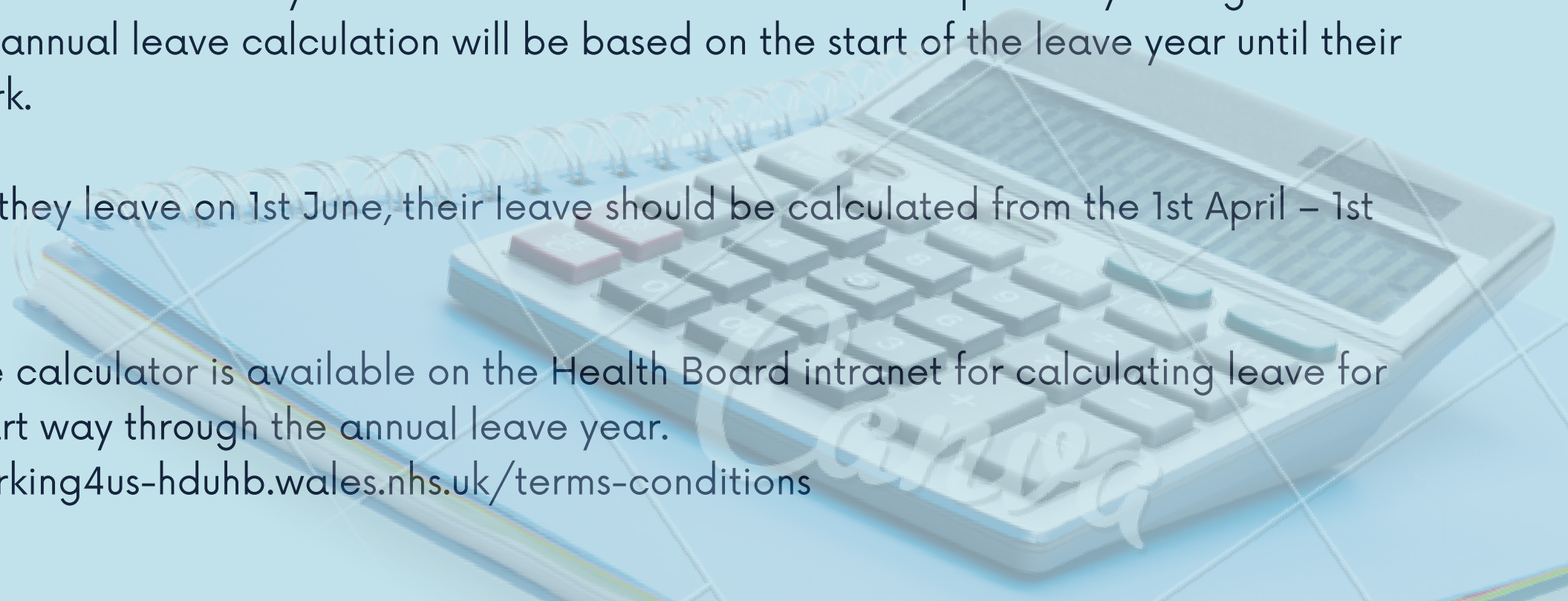
Calculating annual leave for staff who leave part way through the annual leave year

The same principles apply if they leave before the end of the leave year, the leave should be worked out up until their last day of work. If a member of staff leaves part way through the leave year, then their annual leave calculation will be based on the start of the leave year until their last date of work.

For example, if they leave on 1st June, their leave should be calculated from the 1st April – 1st June

An annual leave calculator is available on the Health Board intranet for calculating leave for staff leaving part way through the annual leave year.

<http://nww.working4us-hduhb.wales.nhs.uk/terms-conditions>



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