

## Annual Leave Calculation Example for Single Status Employees

### Calculating leave entitlement for term time employees (i.e. less than 52 weeks per year)

Employees who do not work all year round will receive a pro-rata entitlement of both annual leave and bank holidays. This is paid to you as part of your salary on a monthly basis.

Annual leave is based on the full time entitlement as outlined within the Working for Us Booklet, based on the grade of your role and length of service you have.

Annual and bank holiday leave entitlement is calculated as per the example given below:

### Example of an employee on Grade 1-9, working 38 weeks per year, with under 5 years' service.

To calculate the pro-rata leave, the maximum working weeks must be first calculated

25 days annual leave + 8 bank holidays = 33 days

$\frac{33 \text{ days}}{5 \text{ (working days per week)}} = 6.6 \text{ weeks}$       $52.14 - 6.6 = \mathbf{45.54 \text{ weeks}}$

Pro-rata bank holiday and annual leave entitlement can then be calculated.

#### Bank holidays

$\frac{38 \text{ weeks per year} \times \text{Bank Holidays (8 days)}}{45.54} = 6.67 \text{ days}$

#### Annual leave

$\frac{38 \text{ weeks per year} \times \text{annual leave (25 days)}}{45.54} = 20.86 \text{ days}$