

# Annual Leave Guidance – Appendix 1

## How to Calculate Seasonal Working / Term Time Contracts Entitlements

Each colleague is asked to identify and record the days they take as annual leave, even if they are during non-working weeks e.g. not in term time. This is equally the case if colleagues are absent from work due to sickness absence in periods that may be annual leave during the non-working weeks.

1. Identify total number of weeks to be actually worked each year
2. Identify all-inclusive annual leave entitlement for employee according to terms and conditions for staff group/grade
3. Deduct number of weeks annual leave entitlement from 52
4. Divide number of weeks to be actually worked by the result of 3. above to give pro rata leave entitlement
5. Multiply this number by the annual leave entitlement to ascertain the total number of paid weeks annual leave employee is entitled to
6. Add that figure to the total number of actual weeks to be worked to give the total number of paid weeks per year
7. Multiply that figure by the number of hours to be actually worked each week and then divide that figure by 52 to obtain the number of hours paid per week.

### **Example:**

An employee working 15 hours per week, term-time only (39 weeks) with an all-inclusive leave entitlement of 7 weeks.

1. 39 weeks.
2. 7 weeks
3.  $52 \text{ weeks} - 7 \text{ weeks} = 45$
4.  $39 \div 45 = 0.866$
5.  $0.866 \times 7 = 6.06 \text{ weeks}$
6.  $39 + 6.06 = 45.06$
7.  $45.06 \times 15 = 675.90 \div 52 = 12.99$  rounded up to 13

Therefore, the employee will work 15 hours a week for 39 weeks, have 13 weeks a year off work and be paid for an average amount of 13 hours a week for the full 52 weeks.

In this example, the manager completing the change form will show the employees contracted weekly hours as 13.

## How to Calculate Seasonal Working / Term Time Contracts Entitlements (when annual leave is taken during working periods)

### How to Calculate Term-Time or Seasonal Working (when annual leave is taken during working periods)

1. Calculate the number of weeks to be actually worked in the year, divide this figure by 52 and then multiply this figure by the weekly hours actually worked ( figure 1)
2. Calculate the number of weeks to be actually worked in the year, divide by 52 and then multiply by the annual full time all inclusive AL entitlement (figure 2)
3. Divide figure 1. by 7 and then multiply by 365 (figure 3)
4. Multiply figure 2. by the number of hours actually worked each week (figure 4)
5. Add figures 3 and 4 together, divide by 365 and multiply by 7. The figure obtained is the actual amount of hours to be paid each week for 52 weeks, inclusive of annual leave entitlement.

#### Example:

An employee who actually works 20 hours per week, for 39 weeks per year with an all-inclusive leave entitlement of 6.4 weeks:

$$\frac{39}{52} \times 20 = 15.38 \text{ hours (figure 1.)}$$

52

$$\frac{39}{52} \times 6.4 = 4.92 \text{ weeks (figure 2.)}$$

52

$$\frac{15.38}{7} = 2.197 \times 365 = 801.95 \text{ (figure 3.)}$$

7

$$4.92 \text{ weeks} \times 20 \text{ hours} = 98.4 \text{ (figure 4.)}$$

$$801.95 + 98.4 = 900.35$$

$$\frac{900.35}{365} = 2.466$$

365

$$2.466 \times 7 = 17.26 \text{ hours (actual hours to be paid per week for 52 weeks)}$$