



Calculating Holiday Entitlement Guidance

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Rationale

This guide provides information on how to calculate holiday entitlement for the various working arrangements that are most commonly applied within the Council, as detailed below.

Working Arrangements

- Full Time Working
- Part Time Working
- Variable Hours Working
- Compressed Working Weeks
- Term Time Working
- 47 Weeks Contracts
- Relief
- Working under a fixed term or temporary contract

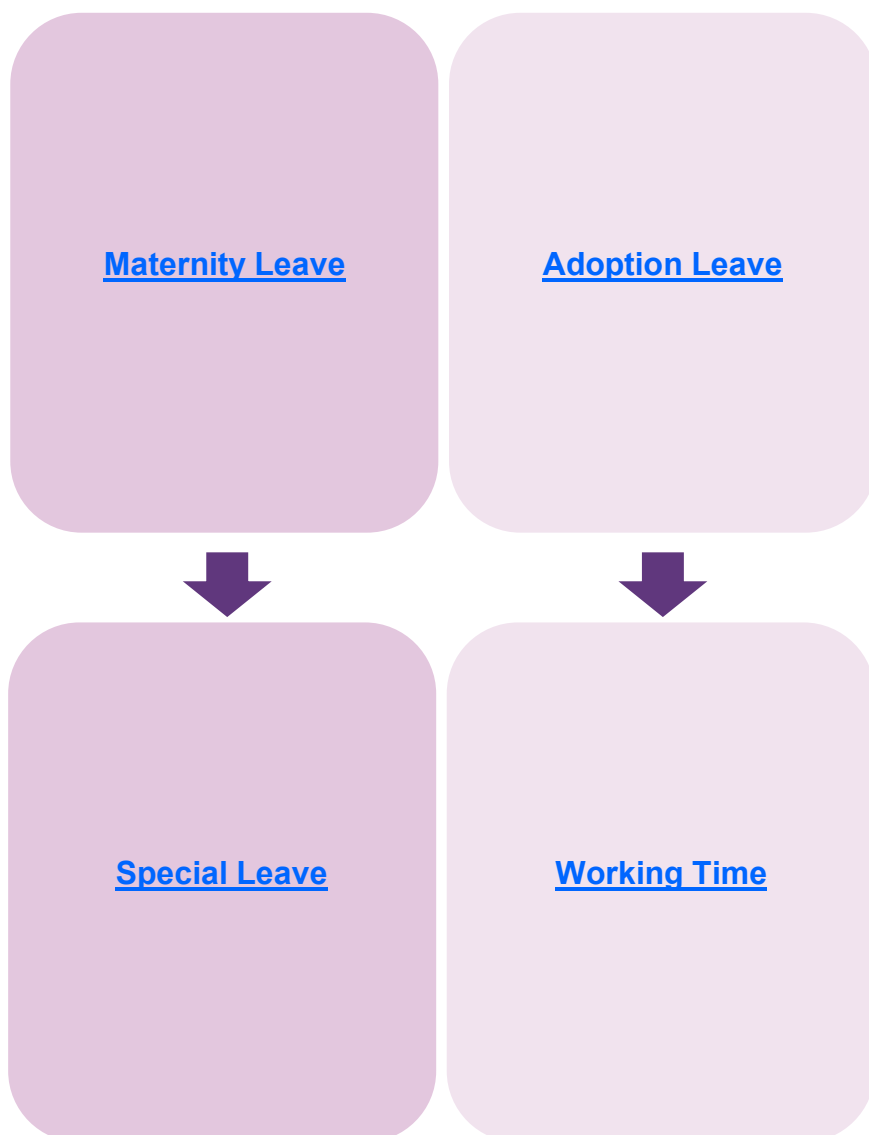
Introduction

Services are encouraged to use the [Holiday Calculator spreadsheets](#) to calculate the appropriate entitlements for those employed on a full time (52 weeks per annum), part time (52 weeks per annum), variable hours (52 weeks per annum), 38/39/47 weeks per annum or relief basis upon entering the requested individual employee data. The spreadsheets are updated annually by HR to incorporate changes to Public Holiday dates and days.

If you require further assistance in the calculation of annual leave and public holiday entitlements or use of the spreadsheet, please contact askHR.

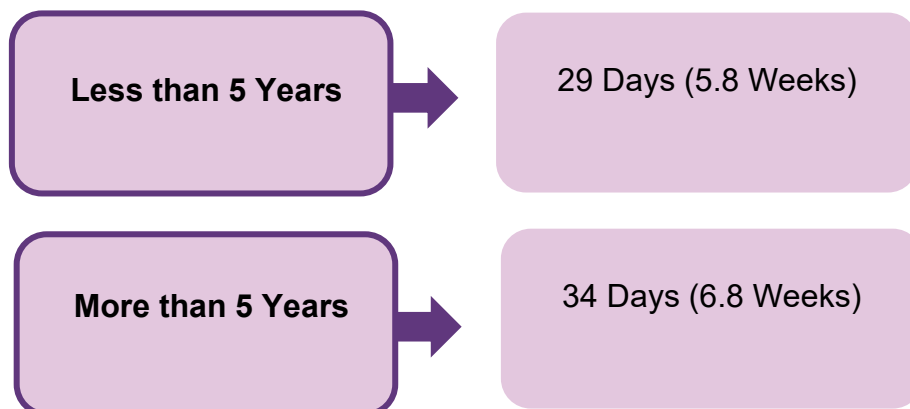
Guidance on the accrual of annual leave during periods of extended absence or maternity/adoption leave is contained within the HR Service Briefing 'Sickness and Annual Leave' and the Maternity and Adoption Policies.

Links to other Policies



Full Time (52 Weeks Per Annum)

For full time employees, i.e., those who are employed to work 52 weeks per annum, with contracted working hours of either 37 or 36.25 hours per week, annual leave entitlement will be as follows:



Part Time (52 Weeks Per Annum)

For part time employees, i.e., those who are employed to work 52 weeks per annum with contracted working hours of less than 36.25 or 37 hours per week, there is a requirement to undertake separate calculations to determine annual leave (see Formula A) and Public Holiday (see Formula B) entitlement.

To use the above formula, the following information is required for an employee:

- The hours they are contracted to work each week;
- Their length of continuous service; and
- The days of the week that they work.

As indicated above, an employee's length of continuous service will determine whether they are entitled to the additional five days annual leave.

Formula A Calculating Annual Leave Entitlement

Full time paid weeks per year	= (a)
Full time annual leave entitlement (weeks)	= (b)
Annual leave calculator: b/a	= (c)
Actual annual leave entitlement (hours)	= [hours per week x (a)] x (c)

The use of this formula is illustrated in the example below:

Example 1

An employee, with more than five years continuous service, works 14.50 hours per week over a full year (52 weeks). Annual leave entitlement, using the figures detailed above, would be as follows:

Annual Leave Calculator:

$$6.8 \text{ weeks} / 52.18 \text{ weeks} = 0.1308$$

Actual Annual Leave Entitlement:

$$= (14.50 \text{ hours per week} \times 52 \text{ weeks per year}) \times 0.1308 = 98.6 \text{ hours}$$

As with annual leave, public holiday entitlement is calculated according to the contracted hours of work and the number of weeks worked per year.

Formula B Calculating Public Holiday Entitlement

Full time paid weeks per year	= (a)
Full time Public Holiday entitlement (weeks)	= (b)
Public Holiday leave calculator: b/a	= (c)
Pro-rata Public Holiday entitlement (hours)	= [hours per week x (a)] x (c)

Once the pro-rata Public Holiday entitlement has been established it is then necessary to identify which of the Public Holidays coincide with the employee's normal working day(s) and the total number of hours that the employee would have worked on these days (using the table below):

Public Holidays 2024	Hours Due to be Worked
1 st January	
2 nd January	
Good Friday	
May Day	
25 th December (Christmas Day)	
26 th December (Boxing Day)	

Where an employee's pro-rata entitlement exceeds the actual number of hours they would have worked on the Public Holidays, **the difference** should be added to the employee's annual leave entitlement.

Where an employee's pro-rata entitlement is less than the actual number of hours they would have worked on the Public Holidays, **the difference** should be deducted from the employee's annual leave entitlement.

By applying the above provisions, all employees, both full time and part time, are treated consistently and receive the appropriate annual leave and public holiday entitlement.

Example 2 illustrates how annual leave and Public Holiday entitlement are calculated using the above formula.

Example 2

An employee, with more than five years continuous service, works 14.50 hours a week, 52 weeks a year. They work 7.25 hours on a Monday and Tuesday.

Annual Leave Entitlement

Annual Leave calculator: $6.8 \text{ weeks} / 52 \text{ weeks} = 0.1308$

Actual Annual Leave entitlement

= $(14.50 \text{ hours p/w} \times 52 \text{ weeks p/a}) \times 0.1308$

Pro-rata Public Holiday Entitlement

Public Holiday Calculator: $1.2 \text{ weeks} / 52 \text{ weeks} = 0.0231$

Pro rata PH Entitlement

= $(14.50 \text{ hours p/w} \times 52 \text{ weeks p/a} \times 0.0231$

= 17.4 hours

Actual Public Holidays Taken

Hours due to be worked on Public Holidays (Monday 1 January, Tuesday 2 January, Monday 6 May) = 21.75 hours

As pro-rata entitlement (17.4 hours) is less than actual Public Holidays taken (21.75 hours), the difference (4.35 hours) is deducted from the annual leave entitlement.

Adjusted annual leave entitlement

= 94.25 Hours

Variable Working Hours

To calculate the annual leave and Public Holiday entitlement for an employee whose working pattern varies during a year, it is necessary to determine the total number of contracted hours that he or she works per year. This figure will then be used within Formulas C and D below.

Formula C

Calculating Annual Leave Entitlement (Variable Hours)

Full time paid weeks per year	= (a)
Full time Annual Leave Entitlement (weeks)	= (b)
Annual Leave calculator: b/a	= (c)
Actual Annual Leave entitlement (hours)	= total contracted hours per year x (c)

Formula D

Calculating Public Holiday Entitlement (Variable Hours)

Full time paid weeks per year	= (a)
Full time Public Holiday Entitlement (weeks)	= (b)
Public Holiday Leave calculator: b/a	= (c)
Pro-rata Public Holiday Entitlement (hours)	= total contracted hours per year x (c)

As with part time employees, it is necessary to identify how many Public Holidays coincide with the employee's actual working days and determine the total number of hours that would have been worked on those days.

The difference between the employee's pro-rata entitlement and the total number of hours he/she would have worked on the Public Holidays should be calculated and added or deducted as appropriate.

The following examples identify how public holiday entitlement should be calculated for part time employees whose working pattern varies during the year.

Example 3

An employee, with less than five years continuous service, has the following working pattern during the year:

Work Pattern	Hours Per Week
Summer Hours (26 Weeks)	21 Hours (Week 1) 37 Hours (Week 2)
Winter Hours (26 Weeks)	13 Hours (Week 1) 29 Hours (Week 2)

On the six Public Holidays, the employee is due to work the following hours:

Public Holiday	Hours Due to be Worked
Mon 1 Jan	2.5
Tue 2 Jan	2.5
Fri 29 Mar (Good Friday)	3
Mon 6 May (May Day)	4.5
Wed 25 Dec (Christmas Day)	2.5
Thu 26 Dec (Boxing Day)	2.5
Total	17.5

The total contracted annual hours worked by the employee will be:

13 weeks @ 21 hours = 273 hours

13 weeks @ 37 hours = 481 hours

13 weeks @ 13 hours = 169 hours

13 weeks @ 29 hours = 377 hours

Total contracted hours = 1,300 hours

Annual Leave Entitlement

Annual Leave Calculator: $5.8 \text{ weeks} / 52 \text{ weeks} = 0.1115$

Actual Annual Leave Entitlement = $1,300 \text{ hours} \times 0.1115 = 144.95 \text{ hours}$

Pro-rata Public Holiday Entitlement

Public Holiday Calculator: $1.2 \text{ weeks} / 52 \text{ weeks} = 0.0231$

Pro rata PH entitlement = $1,300 \text{ hours} \times 0.0231 = 30 \text{ hours}$

Actual Public Holidays Taken

Hours due to be worked on Public Holidays = 17.5 Hours

As pro-rata entitlement (30 hours) exceeds actual Public Holidays taken (17.5 hours), the difference (12.5 hours) is added to the annual leave entitlement.

Adjusted annual leave entitlement
= 157.54 Hours

Example 4

An employee, with more than five years continuous service, has the following working pattern during the year:

Work Pattern	Hours Per Week
Summer Hours (18 Weeks)	38 Hours
Winter Hours (34 Weeks)	30 Hours

On the six Public Holidays, the employee is due to work the following hours:

Public Holiday	Hours Due to be Worked
Mon 1 Jan	6
Tue 2 Jan	6
Fri 29 Mar (Good Friday)	8
Mon 6 May (May Day)	8
Wed 26 Dec (Christmas Day)	8
Thu 27 Dec (Boxing Day)	6
Total	42 Hours

The total contracted annual hours worked by the employee will be:

18 weeks @ 38 hours = 684 hours

34 weeks @ 30 hours = 1,020 hours

Total contracted hours = 1,704 hours

Annual Leave Entitlement

Annual Leave Calculator: $6.8 \text{ weeks} / 52 \text{ weeks} = 0.1308$

Actual Annual Leave Entitlement = $1,704 \text{ hours} \times 0.1308 = 222.88 \text{ hours}$

Pro-rata Public Holiday Entitlement

Public Holiday Calculator: $1.2 \text{ weeks} / 52 \text{ weeks} = 0.0231$

Pro rata PH entitlement = $1,704 \text{ hours} \times 0.0231 = 39.4 \text{ hours}$

Actual Public Holidays Taken

Hours due to be worked on Public Holidays = 42 Hours

As pro-rata entitlement (39.4 hours) exceeds actual Public Holidays taken (42 hours), the difference (2.6 hours) is added to the annual leave entitlement.

Adjusted annual leave entitlement
= 220.28 Hours

Four Day Compressed Working Week

Employees working a compressed four-day week continue to accrue the same annual leave and public holiday entitlement as any other full-time employee. It is, however, necessary for this holiday entitlement to be calculated and administered in hours, as detailed below.

An employee's full entitlement to annual leave is shown in below.

Annual Leave Entitlement

- An employee with less than five years' service is entitled to 29 days full time annual leave accrual. Employees working a 37-hour week are entitled to 214.6 hours and employees working a 36.25 hour week are entitled to 210.25 hours.
- An employee with more than five years' service is entitled to 34 days full time annual leave accrual. Employees working a 37 hour week are entitled to 251.6 hours and employees working a 36.25 hour week are entitled to 246.5 hours.

Employees working a four-day week will deduct either 9.25 hours (37 hour week) or 9.06 hours (36.25 hour week) from their annual leave entitlement for each full day that they take off.

An employee's full entitlement to Public Holidays is shown in the table below.

	Full Time Public Holiday Entitlement (Hours)	
Full Time Entitlement (Days)	Employees working a 37-hour week	Employees working a 36.25-hour week
6	44.4	43.5

It is necessary to identify how many Public Holidays coincide with the employee's actual working days and determine the total number of hours that would have been worked on those days.

The difference between the employee's full entitlement, as identified in the Table above, and the total number of hours he or she would have worked on the Public Holidays will then be calculated and this difference will be added to or subtracted from his or her annual leave entitlement, as required.

The tables below identify for 2024 the number of Public Holidays that fall on working days for those employees with a four-day compressed working week (either Monday to Thursday or Tuesday to Friday)

2024 Public Holidays (36.25 Hours Working Week)

Designated Public Holidays	Tue-Fri Employees	Mon-Thu Employees
Mon 1 Jan	N	Y
Tue 2 Jan	Y	Y
Fri 29 Mar (Good Friday)	Y	N
Mon 6 May (May Day)	N	Y
Wed 26 Dec	Y	Y
Thu 27 Dec	Y	Y
Total Days	4	5
Total Hours	36.25	45.3

For those working a 36.25 week, in 2024, the Tuesday - Friday employees will take less Public Holidays than they have accrued. Therefore, the difference of 7.25 (43.5 - 36.25) should be added to their annual leave entitlement of 210.25 or 246.5 hours respectively.

The Monday - Thursday employees will take more Public Holidays than they have accrued. The difference of 1.8 hours (45.3 - 43.5) should be deducted from their annual leave entitlement of 214.6 or 251.6 hours respectively.

Where an employee's non-working day, i.e. the Monday or Friday, coincides with a Public Holiday, he/she will not be entitled to take that Public Holiday on their next working day. Accordingly, the enhancements payable for working on a Public Holiday will only apply when an employee is required to work on one of the six designated Public Holidays.

If an employee is required to work on a Public Holiday, which falls on one of their normal compressed working days he/she will continue to receive their normal pay, but will also be entitled to an additional payment at plain time OR time off in lieu in complete recompense for the number of hours worked.

Overtime or additional hours worked on a Public Holiday will also attract the above enhancement.

Term Time Working

Term time working will generally involve working either 38 weeks (190 days) or 39 weeks (195 days) per year. The five days difference reflects In-Service days, which employees may or may not be required to attend.

The following calculation can also be used in circumstances where the number of hours worked per week and number of weeks worked per annum, excluding annual leave and public holiday entitlement, is known.

For the purposes of the calculations detailed below, holiday entitlement comprises of annual leave and Public Holidays.

- An employee with less than five years' service is entitled to 29 days annual leave (s) and 6 days Public Holidays (b). Therefore, their Holiday Entitlement (a+b) is 35 days or 7 weeks.

- An employee with more than five years' service is entitled to 34 days annual leave (a) and 6 days Public Holidays (b). Therefore, their Holiday Entitlement (a+b) is 40 days or 8 weeks.

To determine how holiday accrues, it is necessary to calculate the proportion of full-time holiday entitlement to working weeks per year.

The figure arrived at, which is referred to as the 'Holiday Calculator', can then be used to calculate an employee's actual holiday entitlement in circumstances where the number of hours worked per week and number of weeks worked per year, excluding annual leave and public holiday entitlement, is known. This is illustrated below in Formula E.

Formula E

Calculating Holiday Entitlement (Term Time Working)

Full time weeks per year	= (a)
Full time holiday entitlement (weeks)	= (b)
Number of weeks worked per year	= (a-b)
Holiday Calculator: b/a	= (c)
Actual holiday entitlement (hours) worked per year (excluding holiday entitlement) x (c)	= [hours per week x weeks worked per year (excluding holiday entitlement) x (c)

The above calculation has been applied in the following examples:

Example 5

A classroom assistant works 27.5 hours per week and 39 weeks per year (term time only). They have less than five years continuous service thus the full-time holiday entitlement is 35 days (7 weeks).

Holiday Calculator: $7 \text{ weeks} / (52-7) \text{ weeks} = 0.1556$

Actual Holiday Entitlement: $(27.5 \text{ hours p/w} \times 39 \text{ weeks p/a}) \times 0.1556 = 166.88 \text{ hours}$

Example 6

A Pupil Support Assistant works 15 hours per week and 38 weeks per annum. They have more than five years continuous service thus the full-time holiday entitlement is 40 days (8 weeks).

Holiday Calculator: $8 \text{ weeks} / (52-8) \text{ weeks} = 0.1818$

Actual Holiday Entitlement: $(15 \text{ hours p/w} \times 38 \text{ weeks p/a}) \times 0.1818 = 103.63 \text{ hours}$

Identifying Annual Leave Periods

In circumstances where an employee works on a term time basis, there will be a requirement to allocate annual leave accrued to specific weeks that fall within school holiday periods. This approach will ensure that the appropriate calculations relating to annual leave can be undertaken when an employee starts or leaves their job, commences maternity leave or is absent due to sickness.

As indicated within the paragraph above, either 38 or 39 weeks will be worked during the school session depending on whether the employee is required to work on In-Service days. In addition, an employee's full time annual leave entitlement will increase from 29 to 34 days after five years continuous service. These factors are reflected within the tables overleaf, which identify the weeks during the school holidays that will be designated as annual leave. The total numbers of annual leave days within the tables are based on the appropriate pro-rata entitlements. It should be noted that where Good Friday falls within the second week of the Easter Holidays, the Friday of the first holiday week will be designated as annual leave.

For employees who work part-weeks e.g. on Tuesdays and Wednesdays only, their working patterns will be replicated in respect of when they are on annual leave. For example, using the above scenario, during the three weeks of the Summer Holidays that are designated as annual leave, only the Tuesdays and Wednesdays that fall within this period will be counted as annual leave for the employee.

Where the period designated as annual leave is less than one week e.g. during the October Holidays, the days taken as annual leave will also be based on the employee's working pattern. For example, using the above scenario, where the first two days of the October Holidays are designated as annual leave, these will be the first Tuesday and Wednesday that fall within the holiday period.

Annual Leave Periods (38 weeks worked)

Less than 5 years continuous service	No. of days annual leave	More than 5 years continuous service	No. of days annual leave
1 week of October Holiday (week 1)	5	1 week of October Holiday (week 1)	5
16 days of Summer Holiday (Friday of week 2 and weeks 3 to 5 inclusive)	16	21 days of Summer Holiday (Friday of week 2 and weeks 3 to 5 inclusive)	21
3 days of Easter Holiday (week 2)	3	3 days of Easter Holiday (week 2)	3
Total	24	Total	29

Annual Leave Periods (39 weeks worked)

Less than 5 years continuous service	No. of days annual leave	More than 5 years continuous service	No. of days annual leave
1 week of October Holiday (week 1)	5	1 week of October Holiday (week 1)	5
16 days of Summer Holiday (Friday of week 2 and weeks 3 to 5 inclusive)	16	21 days of Summer Holiday (Friday of week 2 and weeks 3 to 5 inclusive)	21
4 days of Easter Holiday (week 2)	4	4 days of Easter Holiday (week 2)	4
Total	25	Total	30

Note: where the employee works a part week e.g. Tuesdays and Wednesdays only, the days designated as annual leave will reflect the employee's normal working pattern.

47 Week Contracts

Within schools, certain groups of employees may be appointed on 47-week contracts. Under these contracts, employees work during term time i.e. 39 weeks and are also required to work an additional five or nine days depending on whether they have more or less than five years continuous service. Therefore, the total number of weeks worked per year, excluding annual leave and Public Holiday entitlement, is:

- Less than five years continuous service – 40.8 weeks
- More than five years continuous service – 40 weeks

The employee's line manager will determine when these additional days are to be worked.

In order to calculate annual leave entitlement, Formula E detailed above should be used. This has been applied in the following examples:

Example 7

A clerical assistant, with less than five years continuous service, works 27.5 hours per week and 40.8 weeks per year (39 weeks term time plus 9 additional days).

As they have less than five years continuous service the full-time holiday entitlement is 35 days (7 weeks).

Holiday Calculator: $7 \text{ weeks} / (52-7) \text{ weeks} = 0.1556$

Actual Holiday Entitlement: $(27.5 \text{ hours p/w} \times 40.8 \text{ weeks per year}) \times 0.1556 = 174.58 \text{ hours}$

Example 8

A technician, with more than five years continuous service, works 15 hours per week and 40 weeks per year.

As they have more than five years continuous service the full-time holiday entitlement is 40 days (8 weeks).

Holiday Calculator: $8 \text{ weeks} / (52-8) \text{ weeks} = 0.1818$

Actual Holiday Entitlement: $(15 \text{ hours p/w} \times 40 \text{ weeks per year}) \times 0.1818 = 109.08 \text{ hours}$

Identifying Annual Leave Periods

In circumstances where an employee works under a 47-week contract, there will be a requirement to allocate annual leave accrued to specific weeks that fall within school holiday periods. This approach will ensure that the appropriate calculations relating to annual leave can be undertaken when an employee starts or leaves their job, commences maternity leave or is absent due to sickness. The table below identifies the periods allocated as annual leave.

It should be noted that where Good Friday falls within the second week of the Easter Holidays, the Friday of the first holiday week will be designated as annual leave.

For employees who work part weeks e.g. on Tuesdays and Wednesdays only, their working patterns will be replicated in respect of when they are on annual leave. For example, using the above scenario, during the three weeks of the Summer Holidays that are designated as annual leave, only the Tuesdays and Wednesdays that fall within this period will be counted as annual leave for the employee.

Where the period designated as annual leave is less than one week e.g. during the October Holidays, the days taken as annual leave will also be based on the employee's working pattern. For example, using the above scenario, where the first two days of the October Holidays are designated as annual leave, these will be the first Tuesday and Wednesday that fall within the holiday period.

Annual Leave Periods (40/40.8 weeks worked)

Less than 5 years continuous service	No. of days annual leave	More than 5 years continuous service	No. of days annual leave
1 week of October Holiday (week 1)	5	1 week of October Holiday (week 1)	5
16 days of Summer Holiday (Friday of week 2 and weeks 3 to 5 inclusive)	16	21 days of Summer Holiday (Friday of week 2 and weeks 3 to 5 inclusive)	21
1 week of Easter Holiday (week 2)	5	1 week of Easter Holiday (week 2)	5
Total	26	Total	31

Relief Workers

In accordance with the Working Time Regulations, relief workers will accrue holiday entitlement based upon the actual hours that they work. To calculate holiday entitlement Formula F should be used.

As relief workers should not accrue significant periods of continuous service, full time holiday entitlement should be based on 35 days (7 weeks), as illustrated below.

Annual Leave (a)	Public Holidays (b)	Holiday Entitlement (a+b) (Days)	Holiday Entitlement (a+b) (weeks)
29 days	6 days	35 days	7 weeks

Formula F

Full time weeks per year	= (a)
Full time holiday entitlement (weeks)	= (b)
Number of weeks worked per year	= (a-b)
Holiday Calculator: b/a	= (c)
Actual holiday entitlement (hours) worked x (c)	= Total number of hours

The previous calculation has been applied in the following example.

Example 9

A relief has worked a total of 250 hours. Their holiday entitlement will be:

Holiday Calculator: 7 weeks / (52-7) weeks = 0.1556

Actual Holiday Entitlement: 250 hours x 0.1556 = 38.9 hours

Fixed Term Contracts

Leave entitlement for employees working under a fixed-term contract should be administered in the same way as for permanent employees i.e. Based on contracted hours. For the calculation of annual leave and public holiday entitlement, please use Formula A and B, as detailed within Section 4.

Where Services need to grant annual leave at the end of the contract or other specific time, job applicants should be made aware of this as well as confirming this in the contract of employment. An example would be when holidays must be taken at the end of the contract because the contract is to cover sickness during a busy period. Any such provision must not breach the Working Time Regulations, which requires that paid leave is taken and not made as a payment in lieu of holidays.

In such circumstances, the termination date should reflect the fact that the individual remains our employee during the period of paid leave.

The example below illustrates how annual leave and Public Holidays should be calculated for an employee working under a fixed-term contract.

Example 10

An employee is appointed on a fixed-term contract for a 26-week period (March to August). They have less than five years continuous service and will be working 25 hours per week (5 hours per day). Two public holidays fall within the 26-week period (Good Friday and May Day).

Annual Leave Entitlement:

Annual Leave Calculator: $5.8 \text{ weeks} / 52 \text{ weeks} = 0.1115$

Actual Annual Leave Entitlement = $(25 \text{ hours p/w} \times 26 \text{ weeks}) \times 0.1115 = 72.48 \text{ hours}$

Pro-rata Public Holiday Entitlement:

Public Holiday Calculator: $1.2 \text{ weeks} / 52 \text{ weeks} = 0.0231$

Pro-rata PH Entitlement = $(25 \text{ hours p/w} \times 26 \text{ weeks}) \times 0.0231 = 15 \text{ hours}$

Actual Public Holidays Taken:

Hours due to be worked on Public Holidays
= 10 Hours

As pro-rata entitlement (15 hours) exceeds actual Public Holidays taken (10 hours), the difference (5 hours) is added to the annual leave entitlement.

Adjusted annual leave entitlement = 77.48 Hours

For further advice and guidance on any of the above please contact [askHR](#).

Document Revision History

Document Revision History					
Rev No.	Rev Date	Summary of Changes	Reviewing Team	Contributors	Next Review Year
001	01/03/2011	Creation of all Documents			
002	05/07/2011	Annual Leave and Sickness Briefing deleted.			
	07/12/2012	2013 Public Holidays and new Holiday Calculators			
	16/12/2013	Update to Annual Leave and Public Holiday values			
	15/01/2014	Updates to values linked to changes in Public Holiday and Annual Leave entitlements.			
	05/02/2014	Updates to values linked to changes in Public Holiday and Annual Leave entitlements.			
	28/10/2014	Updates to values linked to changes in Public Holiday and Annual Leave entitlements.			
	19/06/2015	Format update			
	13/11/2015	Updates to values linked to changes in Public Holiday and Annual Leave entitlements.			
	09/01/2024	Updating of figures and examples to reflect additional day of annual leave agreed			

		as part of 2022/23 national pay award.			
	20/06/2024	Format Update	HR Operational	M Chapman	

