

Annual Leave Calculation

1. Key Entitlements

The leave year runs from 1st January to 31st December

Annual Leave for employees with less than 5 years continuous service	180 hours
Annual Leave for employees with more than 5 years continuous service (effective from first full calendar year following the 5 years service date)	216 hours
Annual Public Holidays	50.4 hours
Statutory Minimum Annual Leave (inclusive of any public holidays)	201.6 hours

2. Annual Leave Calculation

Service	Calculation
< 5 years	180 hours / 365 days x number of days in period = entitlement in hours
> 5 years	216 hours / 365 days x number of days in period = entitlement in hours

Leave can be checked using the calculator, enter the dates of the contract (within the leave year) and the number of public holidays in that period in the grey boxes.

Example: New start 10/01/2022 permanent						
Continuous service <u>less than 5 years at 01/01</u>						
Enter Date From	Enter Date To	Enter Contract Hours	AL Due (hours)	Enter No of PH Days In Period	PH Due (hours)	Total Leave (hours)
10/01/2022	31/12/2022	36	175.56	7	50.4	225.96
Total leave due						225.96
Statutory Minimum Adjustment						0
Example: New start 26/01/2022 fixed term contract to 31/03/2022						
Continuous service <u>less than 5 years at 01/01</u>						
Enter Date From	Enter Date To	Enter Contract Hours	AL Due (hours)	Enter No of PH Days In Period	PH Due (hours)	Total Leave (hours)
10/01/2022	31/03/2022	36	39.95	0	0	39.95
Total leave due						39.95
Statutory Minimum Adjustment						4.79
Example: Leaver 30/06/2022						
Continuous service <u>less than 5 years at 01/01</u>						
Enter Date From	Enter Date To	Enter Contract Hours	AL Due (hours)	Enter No of PH Days In Period	PH Due (hours)	Total Leave (hours)
01/01/2022	30/06/2022	36	89.26	5	36	125.26
Total leave due						125.26
Statutory Minimum Adjustment						0

Example: Change of hours 11/05/2022						
Continuous service greater than 5 years at 01/01						
Enter Date From	Enter Date To	Enter Contract Hours	AL Due (hours)	Enter No of PH Days In Period	PH Due (hours)	Total Leave (hours)
01/01/2022	10/05/2022	36	76.93	5	36	112.93
11/05/2022	31/12/2022	18	69.53	2	7.2	76.73
Total leave due						189.67

Example: Change of hours 02/07/2022 & 01/09/2022						
Continuous service greater than 5 years at 01/01						
Enter Date From	Enter Date To	Enter Contract Hours	AL Due (hours)	Enter No of PH Days In Period	PH Due (in hours)	Total Leave (in hours)
01/01/2022	01/07/2022	36	107.70	5	36	143.70
02/07/2022	31/08/2022	18	18.05	0	0	18.05
01/09/2022	31/12/2022	36	72.20	2	14.4	86.60
Total leave due						248.35

3. Important Note for Employees with Less than 5 Years' Service

Care needs to be taken that, for employees with less than 5 years' service, the leave entitlement (inclusive of any public holidays applicable) equates to at least the statutory minimum of 28 days per annum pro-rata (201.6 hours per annum).

For example:

Employee A with less than 5 years' service has a fixed term contract for 6 months from 1 June - 30 November during which time no public holidays fall.

WLC annual leave calculation	$180 / 365 \times 183 = 90.24$ hours
Statutory annual leave calculation	$201.6 / 365 \times 183 = 101.07$ hours

Employee B with less than 5 years' service has a fixed term contract for 6 months from 1 January – 30 June during which time 5 public holidays (7.2hrs x 5 = 36hrs) fall.

WLC annual leave calculation	$180 / 365 \times 181 = 89.2$ hours + 36 hours PH = 125.26 hours
Statutory annual leave calculation	$201.6 / 365 \times 181 = 99.97$ hours

Where an employee's annual leave calculation inclusive of any applicable public holidays is less than the statutory minimum, the total leave awarded must be increased to meet the statutory minimum. The statutory minimum for the period can be calculated using the calculation at section 2 or 3 above and replacing 180 with 201.6. This should be calculated and any adjustment made at the end of a fixed term contract unless the employee is in contract at 31/12.

4. Annual Leave Calculation for Part-time employees

For part-time employees, the calculation at section 2 or 3 above should be used to work out the full-time entitlement to annual leave. Once the full-time annual leave entitlement is known, the pro-rata entitlement can be calculated as detailed below.

$$\frac{\text{Actual Weekly Working Hours}}{\text{Full Time Equivalent Weekly Hours}} \times \text{Full-time AL entitlement} = \text{part-time AL entitlement in hours}$$

5. Public Holiday Calculation for Part-time employees

The public holiday entitlement for part-time employees is based on the number of public holidays that fall within the period of employment and calculated as detailed below.

$$\frac{\text{Actual Weekly Working Hours}}{\text{Full Time Equivalent Weekly Hours}} \times \text{number of public holidays} \times 7.2 = \text{part-time PH entitlement in hours}$$

Human Resources
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