

## Annual Leave Calculation

### 1. Key Full-time Entitlements

The leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.

Annual Leave employees with less than 5 years continuous service	187.2 hours
Annual Leave for employees with more than 5 years continuous service (effective from first full calendar year following the 5 year service date)	223.2 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 yrs	187.2 hours / 365* days x number of days in period = entitlement in hours
> 5 yrs	223.2 hours / 365* days x number of days in period = entitlement in hours

\* 366 days in a leap year

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 10/01/2024 - Permanent

Continuous service less than 5 years at 01/01							
Enter Date From	Enter Date To	Enter Contract Hours	Annual Leave Due (hours)		Enter No of PH Days In Period	Public Holidays Due (hours)	Total Leave (hours)
10/01/2024	31/12/2024	36	182.60		7	50.4	233.00
						Total leave due	233.00
						Statutory Minimum Adjustment	0

Example: New Start 26/01/2024 Fixed Term until 31/03/2024

Continuous service less than 5 years at 01/01							
Enter Date From	Enter Date To	Enter Contract Hours	Annual Leave Due (hours)		Enter No of PH Days In Period	Public Holidays Due (hours)	Total Leave (hours)
26/01/2024	31/03/2024	36	33.76		1	7.2	40.96
						Total leave due	40.96
						Statutory Minimum Adjustment	0

Example: Leaver 30/06/2024

Continuous service less than 5 years at 01/01							
Enter Date From	Enter Date To	Enter Contract Hours	Annual Leave Due (hours)		Enter No of PH Days In Period	Public Holidays Due (hours)	Total Leave (hours)
01/01/2024	30/06/2024	36	93.09		5	36	129.09
						Total leave due	129.09
						Statutory Minimum Adjustment	0

Example: Change of Hours 11/05/2024

Continuous service <u>greater</u> than 5 years at 01/01							
Enter Date From	Enter Date To	Enter Contract Hours	Annual Leave Due (hours)		Enter No of PH Days In Period	Public Holidays Due (hours)	Total Leave (hours)
01/01/2024	10/05/2024	36	79.89		5	36	115.89
11/05/2024	31/12/2024	18	71.66		2	7.2	78.86
			0.00			0	0.00
			0.00			0	0.00
<b>Total leave due</b>							<b>194.74</b>

Example: Change of Hours 02/07/2024 & 01/09/2024

Continuous service <u>greater</u> than 5 years at 01/01							
Enter Date From	Enter Date To	Enter Contract Hours	Annual Leave Due (hours)		Enter No of PH Days In Period	Public Holidays Due (hours)	Total Leave (hours)
01/01/2024	01/07/2024	36	111.60		5	36	147.60
02/07/2024	31/08/2024	18	18.60		0	0	18.60
01/09/2024	31/12/2024	36	74.40		2	14.4	88.80
			0.00			0	0.00
<b>Total leave due</b>							<b>255.00</b>

### 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	$187.2 / 365^* \times 183 = \mathbf{93.86}$ hours
Statutory annual leave calculation	$201.6 / 365^* \times 183 = \mathbf{101.07}$ 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	$187.2 / 365^* \times 181 = 92.83$ hours + 36 hours PH = <b>128.83</b> hours
Statutory annual leave calculation	$201.6 / 365^* \times 181 = \mathbf{99.97}$ 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 above and replacing 187.2 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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