
Annual Leave Entitlement

Leave Entitlement

Contents

Overview	3
Audience	3
Responsibilities	3
Policy.....	3
Entitlements	3
Staff in first three months of employment	3
Staff working reduced hours or job-sharing	3
Determining leave entitlement	3
Staff on sick leave.....	5
Calculating leave entitlements	5

Overview

This section explains the leave entitlement for British Council staff.

Audience

This policy applies to UK-appointed staff. It can provide good practice guidance for country/territory TACOS and/or English and Exams staff contracts, subject to local law and conditions.

Responsibilities

This guidance should be read and followed by:

- members of staff
- line managers.

Policy

All UK-appointed staff, working in the UK, are entitled to 32 days annual leave.

Entitlements

Staff in first three months of employment

During the first three months of employment, staff can:

- Take leave only at the rate that it is earned, that is, approximately two and a half days a month for full-time members of staff and pro rata for staff working reduced hours. Thereafter, they may take leave up to the full entitlement for the year
- In December, take in advance up to seven days of the entitlement for the following year. Requests to anticipate leave earlier than in December or for more than seven days should be referred to the authorising line manager, who should consult the appropriate HR Services team if necessary.

Staff working reduced hours or job-sharing

- Staff working reduced hours or in a job-share arrangement have pro rata the same annual leave entitlement as a full-time member of staff, calculated according to the number of days they work, provided either:
 - the reduced hours are worked over four days or fewer
 - the job-share arrangement is one where each partner in the job share works a fixed number of days each week.
- For staff working reduced hours over five days leave entitlement remains the same. This is because, in order for such staff to take one week's leave, they need to book five days annual leave. Although this may seem as if these staff are receiving the same entitlement as staff working full-time, if annual leave is viewed as paid time off this is not the case. The amount of leave taken as paid time off equates to the normal working week and pay of the individual.
- Staff working compressed hours or an agreed pattern of hours should refer to Compressed Hours to determine their leave entitlement.
- Staff working fewer hours than the standard working day must always book leave as a full day and not as half days.

Determining leave entitlement

1. Determine the entitlement to annual leave. Divide the full annual leave entitlement by five and multiply it by the number of days worked. This gives the pro rata annual leave entitlement. So, if a member of staff works two days, they will receive two-fifths

of the annual leave entitlement; if they work three days, they will receive three-fifths of the annual leave entitlement and so on.

2. Determine entitlement to statutory and privilege holidays. This is slightly different because these days are fixed holidays. Due to the closure of the office on statutory and privilege days and the fact that all staff are absent from work on these days, the overall number of days, pro rata, the member of staff will work may be affected. The pattern of the statutory and privilege holidays and the individual staff member's pattern of working determines which days are working days. The member of staff is expected to work pro rata the same number of days as a full time member of staff.
3. Determine whether any adjustment is necessary. For members of staff in the UK, there are currently 8.5 statutory and privilege holidays. So if a member of staff works two days they would be entitled to two-fifths of 8.5, the number of statutory and privilege holidays.
4. At the beginning of each year you must work out how many bank holidays fall on days when the member of staff would normally work. This number is then subtracted from the number of statutory and privilege holidays to which the member of staff is entitled:
 - o if this gives a plus number, the figure is added to the member of staff's total annual leave entitlement
 - o if this gives a minus number, the figure is deducted from the member of staff's total annual leave entitlement.

Although it may seem as if staff working reduced hours are not being given the right to all holidays, the real effect and aim is to re-adjust correctly the total number of their working days so that they work the correct pro rata equivalent to a full time member of staff. For illustrations of how this system works, see Example 1 and Example 2 below.

Example 1

If a member of staff works three days a week, Mondays, Tuesdays and Wednesdays, and the annual leave entitlement is 32 days, then:

- 32 days divided by five multiplied by three (number of days worked) = 19.2 days.

For statutory and privilege holidays:

- 8.5 days divided by five multiplied by three (number of days worked) = 5.1 days.

The number of statutory and privilege holidays that fall on Monday, Tuesday or Wednesday, for 2003 = 5.5 days.

The entitlement to statutory and privilege holidays, 5.1 days, is then subtracted from the number of statutory and privilege holidays that fall on the member of staff's working day, 5.5, = (minus) 0.4 days.

The 0.4 days is then subtracted from the annual leave entitlement of 19.2 days to give a total allowance of 18.8. Rounded to the nearest half day this gives a total annual leave allowance of 19 days and no further adjustments are necessary to achieve the correct pro rata number of working days in the year.

Example 2

If a member of staff works three days a week, Wednesdays, Thursdays and Fridays, and the annual leave entitlement is 32 days, then:

- 32 days divided by five multiplied by three (number of days worked) = 19.2 days.

For statutory and privilege holidays:

- 8.5 days divided by five multiplied by three (number of days worked) = 5.1 days.

The number of statutory and privilege holidays that fall on Wednesday, Thursday or Friday, for 2003, = 4.5 days.

The entitlement to statutory and privilege holidays, 5.1 days, is then subtracted from the number of statutory and privilege holidays that fall on the member of staff's working day, 4.5, = 0.6 days.

The 0.6 days is then added to the annual leave entitlement of 19.2 days to give a total allowance of 19.8. Rounded up to the nearest half day this gives a total annual leave allowance of 20 days and no further adjustments are necessary to achieve the correct pro rata number of working days in the year.

Staff on sick leave

Staff who are on certified sickness absence still accrue their annual leave entitlement and can carry annual leave over from one year to the next. It is not British Council policy to deduct annual leave entitlement with pay when staff are unable to attend work due to certified illness. This means that staff in this situation can carry over more than the usual 10 days annual leave.

Calculating leave entitlements

In a year when a member of staff would not have earned the full entitlement for the year, you must calculate the annual leave pro rata.

In making these calculations:

- if the change occurs within the first 15 days of the month, it is assumed to have occurred on the first day of that month
- if the change occurs after the fifteenth day of the month, it is assumed to have occurred on the first day of the following month.

The table below sets out the monthly allowances:

Annual entitlement	Number of months										
	1	2	3	4	5	6	7	8	9	10	11
32 days	2.5	5	8	10.5	13	16	18.5	21	24	26.5	29