

Calculating annual leave

This guidance provides some examples on how to calculate annual leave entitlement for part-time employees. [HR Support & Advice](#) can provide additional guidance if required.

Annual leave calculator

Work is currently underway to develop an annual leave calculator that can be used to work out annual leave entitlements. This guidance will be updated accordingly once this tool is available for use.

Annual leave year

The annual leave year runs from 1 August to 31 July inclusive.

Annual leave entitlement table

Provides annual leave entitlement (in days & hours) for a full-time employee (36.25 hours) for a full annual leave year. (Annual leave hours are not inclusive of statutory days)

Grade and/or continuous service	Annual leave entitlement	
	Hours	Days
Grade 1 – 4 inclusive with: < 4 years' service	217.50	30
Grade 1 – 4 inclusive with: > 4 years' service but < 6 years' service	232.00	32
Grade 1 – 4 inclusive with > 6 years' service or grade 5 – 9 inclusive	246.50	34

In all instances, the first step is to look at the annual leave entitlement table (above) and identify what category is applicable to the employee.

Note: Values should be rounded up to the nearest 0.25 of an hour. E.g. if the annual entitlement is 125.86, the annual entitlement for the employee would be rounded up to 126 hours. If the annual entitlement is 185.28, the annual entitlement for the employee would be rounded up to 185.5 hours.

How to calculate a part-time employee's annual leave entitlement (for a full year)

The employee works 20 hours per week, is in a grade 3 role and has 3 years' service.

Take the full-time entitlement, *in this case: it is 217.50 hours.*

Divide the employee's working hours by 36.25 (1FTE) and multiply by the full-time entitlement.

*$20 / 36.25 * 217.50 = 119.99$. This would be rounded up to 120 hours*

To convert this into days, divide by 7.25 hours (standard working day). *$120 / 7.25 = 16.5$ days*

How to calculate a part-time employee's annual leave entitlement who has started part-way through the annual leave year.

The employee started on 1st November, works 21.75 hour per week, is in a grade 5 role.

Calculate the employee's part-time annual leave for the full leave year (as per the calculation above), *in this case, it is 147.9 hours (for the full year)*

Divide the full year entitlement by 12 (months) to get the accrued monthly annual leave entitlement and then multiply by the number of full months. *$147.9 / 12 * 9 = 110.925$ hours rounded up to 111 hours (15.3 days)*

How to calculate someone who has changed their hours part way through the annual leave year.

The employee worked 36.25 hours (FTE) and then reduced to 25 hours per week on the 15 March. They are in a grade 4 role and have 5 years' service.

First, calculate the full-time entitlement for the duration. *In this case, $232 / 12 * 7.5$ (months) = 144.99, rounded up to 145 hours (20 days).*

Now, calculate the part-time entitlement for the full year *In this case, $25 / 36.25 * 232 = 159.99$ rounded up to 160 hours (22 days)* and then pro-rata this for the duration the hours have changed. *In this case $160 / 12 * 4.5$ months = 59.99 rounded up to 60 hours (8.5 days)*

Add up the totals to get the overall, annual leave entitlement. *In this case: $145 + 60 = 205$ (28.5 days)*