

# **Annual Leave For Flexible or non-standard Working**

## **1. Part-time working**

If you have a part-time working pattern, your annual leave allowance is:

- calculated pro rata
- as with other colleagues, given in hours

### **Example 1**

You have less than 4 years' reckonable service and are entitled to five weeks of annual leave. You work 20 hours per week.

Your annual leave allowance is 100 hours, which is 5 weeks × 20 hours.

### **Example 2**

You have 4 or more years' of reckonable service and are entitled to six weeks of annual leave. You work 20 hours per week.

Your annual leave allowance is 120 hours, which is 6 weeks × 20 hours.

## 2. Part-year working

If you have a part-year working pattern, your annual leave allowance is:

- calculated pro rata
- as with other colleagues, given in hours

You may work full-time or part-time during your working period. Your annual leave allowance is calculated for the number of months you work, using this formula:

- $(\text{Full-year annual leave allowance} \div \text{calendar days in year}) \times \text{calendar days in working period}$

Please note you should use 366 calendar days for a leap year.

### Example 1

You're contracted to work from 1 April to 31 July, which covers 122 calendar days. You work full-time and have a 5-week annual leave entitlement.

Your full-year allowance would be 175 hours, i.e 5 weeks (leave entitlement)  $\times$  35 hours (full-time weekly hours).

$$(175 \div 365) \times 122 = 58.49 \text{ hours}$$

Your annual leave allowance is 58.5 hours rounded up to the nearest quarter of an hour.

### Example 2

You're contracted to work from 1 August to 31 December, which covers 153 calendar days. You work part-time 20 hours a week and have a 5-week annual leave entitlement.

Your full-year allowance would be 100 hours, i.e. 5 weeks (leave entitlement)  $\times$  20 hours.

$$(100 \div 365) \times 153 = 41.91 \text{ hours}$$

Your annual leave allowance is 42 hours rounded up to nearest quarter of an hour.

### **3. Compressed hours**

Compressed working may be a formal part of contractual terms and conditions, or an informal local arrangement agreed with your line manager.

If you are full-time and have a formal compressed working pattern, your annual leave allowance is given in hours as with other colleagues.

Your annual leave allowance is either:

- 175 hours, i.e. 5 weeks (leave entitlement) × 35 hours per week; or
- 210 hours, i.e. 6 weeks (leave entitlement after four years' reckonable service) × 35 hours per week

To take a day of annual leave, you must apply for the number of hours you're due to work on that specific day.

#### **Example**

You work compressed hours where your working pattern is recorded as eight hours and 45 minutes each day Monday to Thursday. You decide to take a day of leave on a Tuesday.

You must deduct 8 hours and 45 minutes from your allowance.

#### **4. Shift working**

As with other colleagues your annual leave allowance is given in hours.

You are full-time and your annual leave allowance is either:

- 175 hours, i.e. 5 weeks (leave entitlement) × 35 hours per week; or
- 210 hours, i.e. 6 weeks (leave entitlement after four years' reckonable service) × 35 hours per week

To take a day of annual leave, you must apply for the number of hours you're contracted to work on that specific day.

#### **Example**

Your shift working pattern and the length of your shifts vary.

You decide to take a day of leave on a Wednesday. Excluding meal breaks, you're contracted to work eight hours that day. You must deduct eight hours from your allowance.

## **5. Change hours and annual leave**

Your annual leave allowance will be adjusted if you make a contractual change to the number of hours you work per week, for example full-time to part-time, part-time to full-time, or remaining part-time but on different weekly hours.

HR will adjust your allowance on the Oracle Cloud if you change your weekly working hours.

If you don't have access to Oracle Cloud send a non-Oracle users form to be updated to the HR pay admin team.