**ANNUAL LEAVE ENTITLEMENT – SUPPORT EMPLOYEES**

**(52 WEEKS) (applicable to schools that have implemented the Pay & Allowances Framework 2015)**

The annual leave year is 1 April to 31 March. **The leave entitlement on this and the next page relates to staff working a full 52 week year only.**  In addition to public holidays, annual leave entitlement is as follows:

|  |  |  |
| --- | --- | --- |
| Grade | Basic Entitlement from June 2015 | Entitlement related to service from June 2015 |
|  |  | at least 5 years | at least 20 years |
| Up to and including Grade 5 | 23 days  | 28 days\*  | 31 days\* |
| Grades 6 and 7 | 24 days  | 28 days\* | 31 days\*  |
| Grades 8 and 9 | 25 days  | 28 days  | 31 days  |
| Grade 10 | 26 days  | 29 days  | 32 days  |
| Grade 11 and above  | 27 days  | 30 days  | 33 days  |

\* Note that from 1 June 2015 leave entitlement has increased by 1 day due to the implementation of the Council’s Pay & Allowances Framework 2015.

a. Additional leave entitlements related to the length of service are granted when 5 and 20 years service is complete. The additional leave must be added pro rata to the amount of the leave year outstanding when the employee qualifies (on the anniversary of their start date). The additional leave will be expressed in whole days rounded down where necessary. (Ref. NJC for Local Government Services Circular 4/99). **Please note it is the school’s responsibility to update leave entitlement when employees achieve 5 and 20 years service.**

b. All continuous Local Government service counts for the purposes of calculating annual leave. This includes service with:

* a local authority
* a school where a local authority is the employer
* or any other body identified as an associated employer under the Redundancy Payments (Local Government) Modification Order 1983 (as amended) - which will cover some NHS, university, housing association, FE college and policy support staff roles;

Details of the modification order are at:

<http://www.legislation.gov.uk/uksi/1999/2277/pdfs/uksi_19992277_en.pdf>

For service with different schools/authorities to be continuous there must be a break of no more than one week (Sunday to Saturday) between two contracts, or continuity will be broken (except where there is a redundancy and a new job is taken up within 4 weeks). Please note that school closure periods do not count as breaks in service.

A local agreement is operated by SCC in relation to aggregated service (which will apply where the Council is the employer):

All local authority service, service with Hampshire Constabulary (support staff) and the Hampshire Fire Service, whether continuous or not, will count towards annual leave entitlement (this is called aggregated service). Service with any local authority (District, City, County, Parish, Metropolitan or Borough Council or “New Town” Council) is recognised.

c. Leave is not normally to be taken during the first 6 months of service, although exceptions may be approved for example to honour previously arranged annual leave or avoid accumulations of leave or the need for leave to be carried forward into the next leave year.

d. Part-time staff shall be granted leave on a pro-rata basis, calculated in hours rather than days. The formula is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number of hours worked | x | Normal Full Time Hours in working day | x | Annual entitlement in days |
| Full time working hours |  |  |  |  |

 *Example: Employee works 15 hours per week, where the full time equivalent annual leave entitlement is 24 days.*

 *15 x 7.4 x 24 = 72 hours leave*

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# e. Leave must be taken by agreement with your headteacher or a delegated representative. Individual contracts of employment state whether the approval of leave is subject to the requirements of the school and / or is expected to be outside of term time. This will depend on the nature of the post.

# Pro-Rata Apportionment for New Support Employee Appointments (52 weeks)

In their first year of employment employees accrue leave at the rate of 1/12th of their annual leave, in advance, on the first day of each month of employment.

A full time employee who started on 1st April but left on the 16th May should be credited with 46/365 of their leave entitlement, e.g. 46 x 23 = 2.90 days (round up to 3 days). 365

If a full time employee commences on 5th September they are entitled to 208/365 of their leave entitlement, e.g. 208 x 23 = 13 days

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If the employee is part time, then the above calculations need to be pro rata. Taking the earlier example of an employee who works 15 hours per week, where the full time equivalent annual leave entitlement is 24 days:

15 x 7.4 x 24 = 72 hours leave per year.

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The employee commences their part-time contract on 1st February, and so is entitled to 59/365 of their leave entitlement for the remainder of the leave year.

 59 x 72 = 11.6 (rounded up to 12) hours.

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