



Annual Leave Calculator User Guide v0.2

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What is the Annual Leave Calculator?

The Annual Leave Calculator is a helpful tool to enable employees and line manager's to calculate their annual leave entitlement for the year.

It can be used in a variety of different scenarios e.g.

- New members of staff commencing employment with NSS
- An existing employee who is changing their hours throughout the year
- Employee's entitlement increasing throughout the year taking into account their length of service
- Calculating an employee's entitlement if they are leaving the organisation

Please see below for some further guidance on how to use the calculator in certain scenarios.

Calculating Annual Leave Following a Change of Hours

Period 1:

Enter the period Start Date

- Enter date of the start of financial year e.g. 01-04-2017

Period 1: Enter the period Last Date

- Enter date before the effective date of change in hours

Annual Leave Entitlement in days

- Depending on employee service, enter their entitlement

Weekly contracted hours

- Enter their current hours

No. of public hols in period

- Enter amount of public holidays within that period. Please follow the link to the [Public Holidays spreadsheet on geNSS](#)

Period 2:

Enter the period Start Date

- Enter the effective date of the change in hours

Enter the period Last Date

- Enter the end of financial year date e.g. 31-03-2018

Annual Leave Entitlement in days

- Depending on employee service, enter their entitlement

Weekly contracted hours

- Enter the employee's new hours

No. of public hols in period

- Enter amount of public holidays within that period. Please follow the link to the [Public Holidays spreadsheet on geNSS](#)

See example below:

Vicki is reducing her hours from 1st January 2018

Period	Period Start Date	Period Last Date	Annual Leave Entitlement in Days	Weekly Contracted Hours	Public Holidays in Period
Period 1	01/04/2017	31/12/2017	27	37.5	6
Period 2	01/01/2018	31/03/2018	27	22.5	2
Period 3					
Period 4					

Final Entitlement

182.50	Annual Leave Hours
56.25	Public Holiday Hours

Please see 'Final entitlement' for calculated entitlement.

If employee's change of hours is for a period of time within the financial year e.g. please use Period 3

See Examples below:

Danielle has returned from maternity on 1st June and wishes to reduce her hours on a temporary basis for 6 months.

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Is this person leaving before the next Financial year end?

Please tick this box to calculate statutory leave entitlement for employees who are on sick leave at the end of the financial year.

	Period Start Date	Period Last Date	Annual Leave Entitlement in Days	Weekly Contracted Hours	Public Holidays in Period
Period 1	01/04/2017	31/05/2017	27	37.5	3
Period 2 <input checked="" type="checkbox"/>	01/06/2017	30/11/2017	27	30	1
Period 3 <input checked="" type="checkbox"/>	01/12/2017	31/03/2018	27	37.5	4
Period 4 <input type="checkbox"/>					
Total					

Final Entitlement

182.00 Annual Leave Hours

60.00 Public Holiday Hours

Please see 'Final entitlement' for calculated entitlement.

Sarah is reducing her hours on a temporary basis from 1st May- 30th September:

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Is this person leaving before the next Financial year end?

Please tick this box to calculate statutory leave entitlement for employees who are on sick leave at the end of the financial year.

	Period Start Date	Period Last Date	Annual Leave Entitlement in Days	Weekly Contracted Hours	Public Holidays in Period
Period 1	01/04/2017	30/04/2017	27	37.5	2
Period 2 <input checked="" type="checkbox"/>	01/05/2017	30/09/2017	27	32	2
Period 3 <input checked="" type="checkbox"/>	01/10/2017	31/03/2018	27	37.5	4
Period 4 <input type="checkbox"/>					
Total					

Final Entitlement

190.00 Annual Leave Hours

60.00 Public Holiday Hours

Please see 'Final entitlement' for calculated entitlement.

Calculating Annual Leave for a New Member of Staff

Period 1:

Enter the period Start Date

- Enter the new employee's start date

Enter the period Last Date

- Enter the end of financial year date e.g. 31-03-2018

Annual leave entitlement in days

- If previous service has been confirmed by HR, please take this into account when entering their entitlement
- If unknown, please enter 27

Weekly Contracted Hours

- Enter their contracted hours

No. of public hols in period

- Enter amount of public holidays within that period. Please follow the link to the [Public Holidays spreadsheet on geNSS](#)

See examples below:

Emma is starting with NSS on 7th July 2017. She has no previous service with NHS therefore her entitlement will be 27 days. She will be working full time hours

Period	Start Date	Last Date	Entitlement (Days)	Contracted Hours	Public Holidays
Period 1	07/07/2017	31/03/2018	27	37.5	5
Period 2					
Period 3					
Period 4					

Final Entitlement

Annual Leave Hours	148.50
Public Holiday Hours	37.50

Please see 'Final entitlement' for calculated entitlement.

Laura is starting with NSS on 1st December 2017. She has 7 years previous service with NHS therefore her entitlement will be 29 days. This will be pro rata as Laura will be working 30 hours.

Please see 'Final entitlement' for calculated entitlement.

Calculating Annual Leave for an employee leaving the organisation

Please tick the box to confirm the person is leaving before the next Financial Year end.

Period 1:

Enter the period Start Date

- Enter date of the start of financial year e.g. 01-04-2017

Period 1: Enter the period Last Date

- Enter the employees termination date

Annual Leave Entitlement in days

- Depending on employee service, enter their entitlement

Weekly contracted hours

- Enter their current hours

No. of public hols in period

- Enter amount of public holidays within that period. Please follow the link to the [Public Holidays spreadsheet on geNSS](#)

See example below:

Danielle has decided to resign from National Services Scotland with a termination date of Sunday 29th July.

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Is this person leaving before the next Financial year end?

Please tick this box to calculate statutory leave entitlement for employees who are on sick leave at the end of the financial year.

	Period Start Date	Period Last Date	Annual Leave Entitlement in Days	Weekly Contracted Hours	Public Holidays in Period
Period 1	01/04/2018	29/07/2018	27	37.5	3
Period 2	<input type="checkbox"/>				
Period 3	<input type="checkbox"/>				
Period 4	<input type="checkbox"/>				

Total

Final Entitlement

Annual Leave Hours	66.50
Public Holiday Hours	22.50

Please see 'Final entitlement' for calculated entitlement.

Calculating an Increase in Annual Leave Entitlement during the Financial Year

If an employee has been with NHS for 10 years as of 1st June 2017, they will receive an increased amount of annual leave which will be pro rata according to the dates. Please see example below in screenshot below.

Period 1:

Enter the period Start Date

- Enter date of the start of financial year e.g. 01-04-2017

Enter the period Last Date

- Enter the last date before their year of service increases

Annual leave entitlement in days

- Enter their leave entitlement for the current period

Weekly Contracted Hours

- Enter their contracted hours

No. of public hols in period

- Enter amount of public holidays within that period. Please follow the link to the [Public Holidays spreadsheet on geNSS](#)

Period 2:

Enter the period Start Date

- Enter date of increase in service

Enter the period Last Date

- Enter the end of financial year date e.g. 31-03-2018

Annual leave entitlement in days

- Enter their new leave entitlement in days

Weekly Contracted Hours

- Enter their current hours

No. of public hols in period

- Enter amount of public holidays within that period. Please follow the link to the [Public Holidays spreadsheet on geNSS](#)

Janet will have been with NHS for 10 years on 1st June 2017 therefore she will be entitled to 33 days annual leave from this date. This will be pro rata as it is occurring within the financial year.

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Is this person leaving before the next Financial year end?

Please tick this box to calculate statutory leave entitlement for employees who are on sick leave at the end of the financial year.

	Period Start Date	Period Last Date	Annual Leave Entitlement in Days	Weekly Contracted Hours	Public Holidays in Period
Period 1	01/04/2017	31/05/2017	29	37.5	3
Period 2 <input checked="" type="checkbox"/>	01/06/2017	31/03/2018	33	37.5	5
Period 3 <input type="checkbox"/>					
Period 4 <input type="checkbox"/>					
Total					

Final Entitlement

242.50 Annual Leave Hours

60.00 Public Holiday Hours

Please see 'Final entitlement' for calculated entitlement.

Calculating an Employee's Statutory Leave for the purposes of Annual Leave Carry Over

If an employee is on sick leave at the end of the financial year, they are entitled to statutory leave which is pro rata if they are part time.

Please tick the box to calculate statutory leave entitlement for employees who are on sick leave at the end of the financial year.

Period 1:

Enter the period Start Date

- Enter date of the start of financial year e.g. 01-04-2017

Enter the period Last Date

- Enter the end of financial year date e.g. 31-03-2018

Statutory leave entitlement in days

- Enter 28 days

Weekly Contracted Hours

- Enter their contracted hours

No. of public hols in period

- Do not enter public holidays in this section as 28 days statutory is inclusive of public holidays

See example below:

Natasha has been absent on sick leave since 14th February 2018 and will remain on sick leave until approximately middle of May. As Natasha is still on sick leave at the end of the financial year, for the purposes of annual leave carryover, Natasha's entitlement is now 28 days statutory inclusive of public holidays. This is pro rata for part time staff. Natasha works 30 hours per week.

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Is this person leaving before the next Financial year end?

Please tick this box to calculate statutory leave entitlement for employees who are on sick leave at the end of the financial year.

	Period Start Date	Period Last Date	Annual Leave Entitlement in Days	Weekly Contracted Hours	Public Holidays in Period
Period 1	01/04/2017	31/03/2018	28	30	0
Period 2	<input type="checkbox"/>				
Period 3	<input type="checkbox"/>				
Period 4	<input type="checkbox"/>				
Total					

Final Entitlement

168.00 Annual Leave Hours

0.00 Public Holiday Hours

Please see 'Final entitlement' for calculated entitlement.