

# Annual Leave Guidance

## **B1. Annual Leave entitlement**

The Working Time Directive 1998 entitles all staff members to a minimum of 28 days annual leave. This can include the 8 public/bank holidays. This is pro-rated for part-time staff. There is a minimum allowance of 20 days that must be taken in the year.

Staff members employed since 15 April 2015 have a leave year starting on 1 January and this should not be changed. The leave entitlement is shown in the employment contract and may rise with length of service within the first three years.

Staff members are encouraged to take their full annual leave entitlement within the leave year to ensure a healthy work life balance.

## **B2. Pro rating leave for part time staff**

If a staff member works part time it is best practice to include the entitlement to 8 days public/bank holidays as part of the calculation. This is to ensure that there is no possibility of them losing out because of the days they work and the way the bank and public holidays fall.

### **The calculation is as follows:**

If a staff member works 22.5 hours over 3 days a week and their full time equivalent (FTE) hours are 37.5 per week and 33 days annual leave per year including 8 public/bank holidays (25 + 8);

$22.5 \text{ hours} / 37.5 \text{ FTE hours} = 0.60 \times 33 \text{ FTE annual leave days, inc bank holidays} = 19.80 \text{ days}$

*Round Up to 20 days Part Time Annual Leave including public/bank holidays*

As many part-timers also work a varied work schedule or their hours worked differ from to day to day or week to week, the calculation below provides the leave allowance in **hours** rather than days.

### **The calculation is as follows:**

For example ; If someone works a total of 28 hours over 5 days, 3 days of 6 hours and 2 days of 5 hours.

If the working week of a full-time employee is 37.5 hours, then the part-time employee is working 28/37.5 of a full-time week.

Pro rate the full-time leave entitlement. If the employee has a full-time leave equivalent of 25 days and 8 public/bank holidays, then the pro rata calculation is:

$28 \text{ hours} / 37.5 \text{ full-time hours} = 0.75 \times 33 \text{ full-time annual leave days, inc bank holidays (25+8)} = 24.75 \text{ days}$

Assuming a standard 7.5 hour work day, then the employee would have  $7.5 \times 24.75 = 185.625$  hours of leave.

*Round up to the nearest half hour = 186.00 hours*

In these instances, staff members must then take any public/bank holidays from their annual leave entitlement.

If you have any queries please contact a member of IPSA payroll who will be able to help you.

### **B3. Carry over leave (Scheme 7.23)**

Any new staff members are not to carry forward more than five days annual leave in any leave year unless they have been prevented from doing so due to sickness absence, maternity, paternity or adoption leave.

Please refer to paragraph 7.23 of The Scheme of MP's Business Costs and Expenses 2017-18.

### **B4. Managing annual leave**

It is the responsibility of staff and their managers to keep a record of all annual leave within the office. This will make it easier to know who has taken leave out of their entitlement and enable the MP to monitor that staff are at least taking their statutory requirement.

### **B5. Calculating annual leave for casual workers**

Casual workers accrue annual leave pay based on their hours worked. Their annual leave entitlement (the rate at which they accrue annual leave) is specified in the staff member's contract and is between 28 and 38 days per annum.

In order to calculate the amount of annual leave due, casual workers must add up the total of hours worked/claimed and use the casual holiday calculator to work out the exact total hours due to be paid or taken. This calculator is on our website [here](#).

If the casual workers take their annual leave, they must put these hours on their timesheet as Holiday Pay, not normal hours which would suggest they have worked rather than been on leave.

In order to help the casual workers and to help the MP with their budget we can pay these hours due to the casual workers on a quarterly basis (June, September, December, March), or on a monthly basis if the MP would prefer.

This will reduce errors and ensure that the MP has up to date spend figures in their budget rather than having an unexpected large claim at the end of the casual workers' contract.

If someone is conducting a short-term assignment (for example for 3 days only). Then it would be more straightforward to pay the casual worker three days plus their entitlement to annual leave as it is not practicable to take annual leave during a 3 day assignment.

If you have any queries, please contact a member of IPSA payroll who will be able to help you.

### **B6. Calculating annual leave for term-time staff**

Term-time staff work only when the house is in session or the staff member's children are at school. They accrue annual leave based on the number of weeks worked across the year. This is done by

multiplying the annual leave entitlement and the bank holiday entitlement by the number of weeks worked and dividing by 52 (the number of weeks in the year). For example; 25 + 8 bank holidays annual leave for someone working 39 weeks across the year would be  $33/52 \times 39 = 24.75$  days.

This should then be multiplied by the full-time daily hours to give the calculation in hours. Therefore for someone who works 37.5 hours per week, the annual leave should be multiplied by 7.5 (hours worked each day).  $24.75 \times 7.5 = 185.62$  or 186.0 when rounded to the nearest half hour.

If the staff member works part-time, the above calculation needs to be pro-rated in accordance with the number of hours worked across the week.

### **B7. Compressed hours**

It is important to inform IPSA if a member of staff is working compressed hours. IPSA can produce a contract to reflect this agreement.

### **B8. Payment/Recovery of Annual Leave**

Upon leaving the calculation for the payment/recovery of annual leave to MPs' Staff is:

#### **Days**

Annual Basic Salary / 260 = daily annual leave rate x numbers of days due or overtaken

#### **Hours**

Annual Basic Salary / 52 / Weekly working Hours = hourly rate x number of hours due or overtaken

**If there are any further questions not covered within this guidance, please contact Members HR on 0207 219 2080 or at [membershr@parliament.uk](mailto:membershr@parliament.uk)**