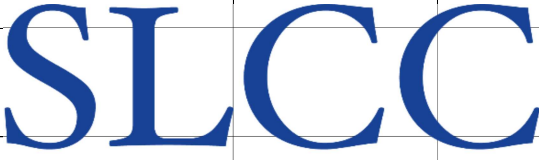


Annual Leave calculations based on 7.4 per day from 37 hour week			 SLCC For Local Council Professionals®		
Full Time Annual Leave entitlements	Days	Hours			
Annual Leave entitlement (increased to 26 days after 5 years continuous service)	23	170.2			
Bank Holidays (9 Bank holidays during 01st April 2025 to 31st March 2026)	8	59.2			
Extra Statutory Days (as per contract of employment)	2	14.8			
Full Time Equivalent Annual Leave	33	244.2			
Part time leave calculations					
Part time leave entitlement (pro rata)	Hours per week	Annual Hours worked	Pro rata annual leave (hours)	Pro rata annual leave (days)	Rounded value (to nearest half day)
Number of Hours Employed Per Week	6	312	39.6		
40 Hours divided by 12 = 3.33 hours per month					
01/07/2025 -31/03/2026 = 30hrs					
Holiday - Pre Booked prior to appointment					
28/07/2025 -02/08/2025 = 3.33hrs			6		
29/09/2025 - 05/10/2025 = 3.33hrs			6		
22/09/2025 - 27/09/2025 = 3.33hrs			6		
22/12/2025 - 27/12/2025			6		
29/12/2025 - 03/01/2026			6		
30 HOURS USED					

	Full Year 5 HOURS PER	39.6	Total Pro-Rata Leave Entitlement	
	Entitlement P/M	3.3	Pro-rata per leave per month	