

Craft Worker Annual Leave & Public Holiday Guidance

Scope

This guidance applies to all employees of Aberdeen City Council who are employed under the Craft Worker terms and conditions of employment.

Annual Leave & Public Holiday Entitlement

The annual leave entitlement per year is as follows:

- For less than 5 years continuous service: 25 days
- Between 5 and 10 years continuous service: 30 days
- For 10 years continuous service or more: 35 days

The Council sets 7 Public Holidays per year. For Craft Workers these are:

- New Year's Day (01 January)
- 02 January
- May Day (first Monday in May)
- Autumn Holiday (4th Monday in September)
- Christmas Day (25 December)
- Boxing Day (26 December)
- Hogmanay (31 December)

Employees who start or leave employment with the Council during a leave year are only entitled to public holidays which fall within the part of the year which they work. For example, an employee who leaves on 1st February is entitled to 2 days public holiday for that year (1st & 2nd January).

Continuous service for the purpose of calculating annual leave is all previous continuous service with an organisation covered by the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Orders.

Leave Year

The Council's annual leave year runs from 01 January to 31 December.

The additional annual leave days due after 5 and 10 years continuous service will be applied from 01 January of the **next** annual leave year.

In order to accrue a year of continuous service, an employee must start on or before **5th January** in any given year.

Annual leave is accrued for each **completed calendar day** of service with Aberdeen City Council

Untaken Leave

Annual leave must be taken in the year for which it is allocated. Only in exceptional circumstances will permission be granted to carry over leave between leave years.

Payment in lieu of untaken holidays will only be made on termination of employment.

Related Guidance

Guidance on the accrual of leave during long term sickness absence and maternity/adoption leave is available from the HR Service Centre. (AskHR@aberdeencity.gov.uk)

Where an employee has been absent due to sickness for a period exceeding three months (90 days or more - either one period of sickness or an aggregate of more than one period) over a rolling period of the previous 12 months, annual leave will be abated to a period proportionate to the actual service given during the leave year. [Guidance on abatement of leave](#) is available on People Anytime.

Leave Calculations

Full Time Employees who work a Standard Working Pattern

The leave entitlement for full time employees (those who are contracted for 37 hours per week over 52 weeks per year) who work a standard working pattern are calculated in **days**. The total leave entitlement does not include public holidays, as these are taken when they occur.

Leave is allocated and should be taken in half days or full days. The number of days of paid leave is rounded to the nearest half day (in the case of 0.25 or 0.75 of a day, this should be rounded up to 0.5 or the nearest full day respectively).

Leave should be applied for in line with the [CoreHR Guide for Requesting Leave](#).

Where an employee starts or leaves employment with the Council part way through a leave year, their paid leave entitlement for that leave year is pro-rated based on the number of completed calendar days worked in that leave year.

New Start Example

An employee starts employment with the Council on 23 September working 37 hours per week. Their annual leave and public holiday entitlement for the leave year in which they start work is as follows:

Annual Leave

Full year entitlement to annual leave is 25 days (as they have less than 5 years continuous service). The employee will have 100 complete calendar days of service for the leave year in which they start work. Annual leave entitlement is: $25 \text{ days} / 365 \times 100 = \mathbf{7 \text{ days}}$ (6.85 days rounded up to nearest full day)

Public Holidays

There are 4 public holidays in the leave year from start date to the end of the year (Autumn holiday, Christmas Day, Boxing Day and Hogmanay). These will be taken as they occur and do not require to be deducted from the leave entitlement.

Leaver Example

An employee with more than 10 years continuous service working 37 hours per week leaves employment with the Council on 15 June. Their annual leave and public holiday entitlement for the leave year in which they leave employment with the Council is:

Annual Leave

Full year entitlement to annual leave is 35 days (as they have more than 10 years continuous service). The employee will have 166 complete calendar days of service for the leave year in which they finish work. Annual leave entitlement is: $35 \text{ days} / 365 \times 166 = \mathbf{16 \text{ days}}$ (15.91 rounded up to the nearest full day)

Public Holidays

There are 3 public holidays in the leave year from 1st January to leave date (1st January 2nd January and May Day). These will be taken as they occur and are not included in the leave entitlement.

Full Time Employees who do not work a Standard Working Pattern and Employees who work More or Less than 37 Hours per Week

Annual leave and public holiday entitlement is converted from days into hours for the following employees:

- Full time employees (those who are contracted for 37 hours per week over 52 weeks per year) who do not work a standard working pattern

(e.g. they work a shift rota, annualised hours, compressed working week).

- Employees who are contracted for more than 37 hours per week over 52 weeks per year.
- Employees who are contracted for less than 37 hours per week over 52 weeks per year.

For those who are contracted to work more or less than 37 hours per week a calculation is carried out to determine pro-rated entitlement to annual leave and public holidays based on contracted working hours and length of continuous service.

Examples:

For an employee with more than 10 years continuous service who works 20 hours per week, total leave entitlement = 35 days annual leave + 7 days public holidays = 42 days x 7.4 hours x 20 hours per week / 37 hours per week = **168 hours**.

For an employee with less than 5 years continuous service who works 41 hours per week, total leave entitlement = 25 days annual leave + 7 days public holidays = 32 days x 7.4 hours x 41 hours per week / 37 hours per week = **262.4 hours**.

Leave entitlement is allocated in hours (shown in CoreHR as hours and minutes)

Leave should be applied for in line with the [CoreHR Guide for Requesting Leave](#).

Where an employee starts or leaves employment with the Council part way through a leave year, their paid leave entitlement for that leave year is pro-rated based on the number of completed calendar days worked in that leave year.

New Start Example

An employee starts employment with the Council on 23 September working 25 hours per week. Their annual leave and public holiday entitlement for the leave year in which they start work is as follows:

Annual Leave

Full year entitlement to annual leave is 25 days (as they have less than 5 years continuous service). The employee will have 100 complete calendar days of service for the leave year in which they start work. Annual leave entitlement is: 25 days x 7.4 hours x 25 hours per week / 37 full-time equivalent hours / 365 x 100 = 34.25 hours .

Public Holidays

There are 4 public holidays in the leave year from start date to the end of the year (Christmas Day, Boxing Day and Hogmanay). Public holiday entitlement is: $4 \text{ days} \times 7.4 \text{ hours} \times 25 \text{ hours per week} / 37 \text{ full-time equivalent hours} = 20 \text{ hours}$.

Total paid leave entitlement for the leave year in which they start work:
 $34.25 \text{ hours annual leave} + 20 \text{ hours public holiday entitlement} = \mathbf{54.25 \text{ hours}}$.

Leaver Example

An employee with more than 10 years continuous service working 25 hours per week leaves employment with the Council on 15 June. Their annual leave and public holiday entitlement for the leave year in which they leave employment with the Council is:

Annual Leave

Full year entitlement to annual leave is 35 days (as they have more than 10 years continuous service). The employee will have 166 complete calendar days of service for the leave year in which they finish work. Annual leave entitlement is: $35 \text{ days} \times 7.4 \text{ hours} \times 25 \text{ hours per week} / 37 \text{ full-time equivalent hours} / 365 \times 166 = 79.58 \text{ hours}$

Public Holidays

There are 3 public holidays in the leave year from 1st January to leave date (1st January, 2nd January and May Day). Public holiday entitlement is: $3 \text{ days} \times 7.4 \text{ hours} \times 25 \text{ hours per week} / 37 \text{ full-time equivalent hours} = 15 \text{ hours}$.

Total paid leave entitlement for the leave year in which they finish work:
 $79.58 \text{ hours annual leave} + 15 \text{ hours public holiday entitlement} = \mathbf{94.58 \text{ hours}}$.

Not Working on a Public Holiday

Where an employee's leave entitlement is allocated in hours including public holiday hours, the appropriate rate of daily hours should be deducted where the employee **does** not work on a public holiday that falls on a day that they would normally work.

Working on a Public Holiday

Where an employee with leave entitlement in hours works on a public holiday, they are entitled to receive double time plus time off in lieu, which must be taken within three months of the designated public holiday.

Compressed Working

For employees working compressed working arrangements, leave entitlement will be allocated in hours and will include annual leave and public holiday entitlement. As with all employees whose leave entitlement is inclusive of public holiday hours, if the employee is not working on the designated public holiday, they will be required to record/deduct the number of hours that would normally be worked on the designated public holiday from their leave entitlement. For annual leave, the number of hours that would normally be worked on the annual leave day should be recorded/deducted from the leave entitlement.

Examples of compressed working arrangements are shown below:

Leave Calculation (based on full time employee with less than 5 years' service)

Annual Leave entitlement = 25 days x 7.4 hours = 185 hours

Public Holiday entitlement = 7 days x 7.4 hours = 51.8 hours

TOTAL LEAVE ENTITLEMENT = 236.8 hours

Compressed Working Arrangement	Daily hours to be recorded/deducted in respect of a day or half day of leave
4 days per week (37 hours over 4 days)	9.25 hours per day (half day = 4.62 hours) Shown in CoreHR as 9 hours 15 minutes and 4 hours 37 minutes
9 days per fortnight (74 hours over 9 days)	8.22 hours per day (half day = 4.11 hours) Shown in CoreHR as 8 hours 13 minutes and 4 hours 7 minutes

The above are the most frequently chosen compressed working patterns, however where employees work or are proposing to work a different compressed working pattern and further advice is required this can be obtained by contacting the HR Service Centre (askhr@aberdeencity.gov.uk). Full guidance on the compressed working week can also be found on under the Flexible Working framework on People Anytime [Compressed Working](#)