**Annual Leave Policy for Agenda for Change Staff PCS(AFC)2025/6** dated 28 May 2025

**Example 1:**

Full-time employee 37 hours per week. The employee works 7.5 hours Monday to Thursday and 7 hours on a Friday. Public Holiday entitlement is 59.2 hours per year; 7.4 hours per public holiday.

If they take a public holiday off which falls Monday to Thursday they deduct 7.5 hours from their public holiday entitlement. If they take a public holiday off which falls on a Friday they deduct 7 hours from their public holiday.

**Example 2:**

Full-time employee 37 hours per week. They work 12 hours shifts. Public Holiday entitlement is 59.2 hours per year; 7.4 hours per public holiday.

If they take a public holiday off they deduct 12 hours from their public holiday entitlement.

The employee was rostered to work 6 public holidays and wished to take these off; this equates to 72 hours of public holidays. Annual entitlement is 59.2; therefore 12.8 hours are deducted from annual leave entitlement.

See point 34 of policy ‘*if the number of paid hours off work on public holidays in a given year exceeds a staff member’s allocation of public holiday hours, the excess should be taken from their annual leave hours allocation*.’

See point 36 of policy ‘*Where operationally possible, and subject to mutual agreement, an employee may change their days of working during a public holiday week and therefore retain their leave entitlement in respect of the public holiday. This can then be taken as time off at another time.’*

**Example 3:**

Full-time employee 37 hours per week. They work a compressed week, working 4 days of 9.25 hours. Monday is their set day off each week. Public Holiday entitlement is 59.2 hours per year; 7.4 hours per public holiday.

If they take a public holiday off they deduct 9.25 hours from their public holiday entitlement.

**Example 4:**

Part-time employee 15 hours per week. They work fixed days; Thursday and Friday 7.5 hours per day. Public Holiday entitlement is 25.9 hours per year; 3.24 hours per public holiday.

There are 5 public holidays in the leave year falling on a Thursday and Friday which equates to 37.5 Hours. Annual entitlement is 25.9; therefore 11.6 hours are deducted from annual leave entitlement.

See point 35 of the policy ‘*There are limited circumstances such as long shift workers who have a fixed work pattern who may be disadvantaged if their services closes on a public holiday on a day they would normally be rostered to work. For these workers they can:*

1. *Opt to work in another part of the service if there is a need/skills/agreement.*
2. *Use the public holiday leave hours for a standard day and then by local agreement work any contracted hours over and above the standard public holiday hours as ‘additional’ hours on the agreed roster.’*

**Example 5:**

Part-time employee 33 hours per week. They work 3 hours on a Monday, and 7.5 hours Tuesday to Friday. Public Holiday entitlement is 55.5 hours per year; 6.94 hours per public holiday.

If they take a public holiday off on a Monday they deduct 3 hours from their public holiday entitlement.

If they take a public holiday off on a Tuesday to Friday they deduct 7.5 hours from their public holiday entitlement.

**Example 6:**

Part-time employee 34.5 hours per week. They work, 11.5 hours per day, Tuesday, Wednesday and Thursday. Public Holiday entitlement is 55.5 hours per year; 6.94 hours per public holiday.

In 2025/26 leave year there is two public holidays, which fall on this employee’s working days.

They take the two public holidays off they deduct 11.5 hours for each public holiday entitlement; 23 hours. Leaving 32.5 hours public holiday to be used throughout the year.

See point 34 of policy ‘*if a staff member does not use their full allocation of public holiday hours in a given year, the remainder should be added to their allocation of annual leave.’*