



APPENDIX 2 – ANNUAL LEAVE GUIDANCE

PRO-RATA ANNUAL LEAVE & GENERAL PUBLIC HOLIDAYS ENTITLEMENT FOR COMPLETE YEARS

“Ready Reckoner”

NB THIS IS FOR 8 BANK HOLIDAYS. ADDITIONAL CALCULATIONS ARE PROVIDED FOR EACH YEAR WHEN THE NUMBER OF BANK HOLIDAYS CHANGE SUCH AS FOR EASTER

PRO-RATA ENTITLEMENT IN HOURS
(TO NEAREST ½ HOUR)

Weekly Hours Worked	Total annual leave entitlement for 27 days A/L with 8 Bank Holidays	Total annual leave entitlement for 29 days A/L with 8 Bank Holidays	Total annual leave entitlement for 33 days A/L with 8 Bank Holidays
37.5	262.5	277.5	307.5
37	259.0	274.0	303.5
36.5	255.5	270.0	299.5
36	252.0	266.5	295.0
35.5	248.5	262.5	291.0
35	245.0	259.0	287.0
34.5	241.5	255.5	283.0
34	238.0	251.5	279.0
33.5	234.5	248.0	274.5
33	231.0	244.0	270.5
32.5	227.5	240.5	266.5
32	224.0	237.0	262.5
31.5	220.5	233.0	258.5
31	217.0	229.5	254.0
30.5	213.5	225.5	250.0
30	210.0	222.0	246.0
29.5	206.5	218.5	242.0
29	203.0	214.5	238.0
28.5	199.5	211.0	233.5
28	196.0	207.0	229.5
27.5	192.5	203.5	225.5
27	189.0	200.0	221.5
26.5	185.5	196.0	217.5
26	182.0	192.5	213.0
25.5	178.5	188.5	209.0
25	175.0	185.0	205.0
24.5	171.5	181.5	201.0
24	168.0	177.5	197.0
23.5	164.5	174.0	192.5
23	161.0	170.0	188.5
22.5	157.5	166.5	184.5
22	154.0	163.0	180.5
21.5	150.5	159.0	176.5
21	147.0	155.5	172.0
20.5	143.5	151.5	168.0
20	140.0	148.0	164.0
19.5	136.5	144.5	160.0
19	133.0	140.5	156.0
18.5	129.5	137.0	151.5



18	126.0	133.0	147.5
17.5	122.5	129.5	143.5
17	119.0	126.0	139.5
16.5	115.5	122.0	135.5
16	112.0	118.5	131.0
15.5	108.5	114.5	127.0
15	105.0	111.0	123.0
14.5	101.5	107.5	119.0
14	98.0	103.5	115.0
13.5	94.5	100.0	110.5
13	91.0	96.0	106.5
12.5	87.5	92.5	102.5
12	84.0	89.0	98.5
11.5	80.5	85.0	94.5
11	77.0	81.5	90.0
10.5	73.5	77.5	86.0
10	70.0	74.0	82.0
9.5	66.5	70.5	78.0
9	63.0	66.5	74.0
8.5	59.5	63.0	69.5
8	56.0	59.0	65.5
7.5	52.5	55.5	61.5
7	49.0	52.0	57.5
6.5	45.5	48.0	53.5
6	42.0	44.5	49.0
5.5	38.5	40.5	45.0
5	35.0	37.0	41.0
4.5	31.5	33.5	37.0
4	28.0	29.5	33.0
3.5	24.5	26.0	28.5
3	21.0	22.0	24.5
2.5	17.5	18.5	20.5
2	14.0	15.0	16.5
1.5	10.5	11.0	12.5
1	7.0	7.5	8.0

Ready Reckoners for leave years with more or less public holidays can be found on the HR FAQ document: <http://www.worcsacute.nhs.uk/EasySiteWeb/GatewayLink.aspx?allId=148505>