

Annual Leave/Public Holiday Calculation for Night Care Staff

Background

Annual leave/public holiday entitlement can be calculated in hours rather than days. This is particularly relevant for part-time staff or shift workers. A bench mark for the calculations below would be an employee who works 35 hours per week over 5 days and is entitled to 20 days or 25 days annual leave and 14 public holidays. If these days are converted to hours the respective figures are **140 hours** or **175 hours** annual leave and **98 hours** public holidays.

Example 1:

- Rota of 4 on 4 off = average of 3.5 shifts per week
- Shift length = 10 hours for all shifts (inclusive of paid break).
- Average weekly hours = $3.5 \times 10 = 35$ hours

A/L entitlement = 35×4 weeks = **140 hours** or 35×5 weeks = **175 hours**

P/H entitlement = $14 \times 3.5/5 \times 10 = 98$ hours

Example 2:

- Rota of 4 on 4 off = average of 3.5 shifts per week
- Shift length: 2 @10.25 hours and 2@ 9.5 hours = average of 9.875 (inclusive of paid break)
- Average weekly hours = $3.5 \times 9.875 = 34.56$ hours

A/L entitlement = 34.56×4 weeks = **138.25 hours** or 34.56×5 weeks = **172.75 hours**

P/H entitlement = $14 \times 3.5/5 \times 9.875 = 96.75$ hours

Example 3:

- Rota of 3 on 5 off = average of 2.625 shifts per week
- Shift length = 9.83 hours (inclusive of paid break).
- Average weekly hours = $2.625 \times 9.83 = 25.8$ hours

A/L entitlement = 25.8×4 weeks = **103.25 hours** or 25.8×5 weeks = **129 hours**

P/H entitlement = $14 \times 2.625/5 \times 9.83 = 72.25$ hours

Example 4:

- Rota of 4 on 4 off = average of 3.5 shifts per week
- Shift length = 9.83 hours (inclusive of paid break)
- Average weekly hours = $3.5 \times 9.83 = 34.4$ hours

A/L entitlement = 34.4×4 weeks = **137.5 hours** or 34.4×5 weeks = **172 hours**

P/H entitlement = $14 \times 3.5/5 \times 9.83 = 96.5$ hours