**Information for schools: LBWF Casual worker AL entitlement 05.06.25**

----------------------------------------

**Formula: total days of leave (incl. bank holidays) / days per annum excluding annual leave = annual leave % per hour**

**total days of leave: contractual annual leave + bank holidays**

**days per annum excluding annual leave: days per annum (365 / 7 \* 5 = 260.71) – total days of leave**

**E.g.: based on FTE leave of 27 days + 9 bank holidays = 36 days**

**(27 + 9)  / (260.71 - 36) = annual leave % per hour**

**---------------------------------------------**

**Annual leave and bank holiday entitlement for your casual workers for 2018/2019:**

**Grade: Scale 1 to 4**

6 weeks’ 3 days (26 days plus 7 bank holidays, totalling 33 days} annual holiday per year (pro rata depending on actual hours worked). Holiday entitlement will therefore accrue at the rate of 14.6% of the total hours you actually work, which equates to 8.8 minutes per hour.

**Grade: Scale 5 to 6**

6 weeks’ 4 day (27 days plus 7 bank holidays, totalling 34 days} annual holiday per year (pro rata depending on actual hours worked). Holiday entitlement will therefore accrue at the rate of 14.4% of the total hours you actually work, which equates to 8.6 minutes per hour.

**Grade: SO1 to PO12**

7 weeks’ (28 days plus 7 bank holidays totalling 35 days} annual holiday per year (pro rata depending on actual hours worked). Holiday entitlement will therefore accrue at the rate of 15.5% of the total hours you actually work, which equates to 9.3 minutes per hour.

**------------------------------------------------------------------**

**Annual leave and bank holiday entitlement for your casual workers for 2019/2020:**

**Grade: Scale 1 to 4**

6 weeks’ 4 days (26 days plus 8 bank holidays, totalling 34 days} annual holiday per year (pro rata depending on actual hours worked). Holiday entitlement will therefore accrue at the rate of 14.1% of the total hours you actually work, which equates to 8.8 minutes per hour.

**Grade: Scale 5 to 6**

7 weeks’ (27 days plus 8 bank holidays, totalling 35 days} annual holiday per year (pro rata depending on actual hours worked). Holiday entitlement will therefore accrue at the rate of 15.4% of the total hours you actually work, which equates to 8.6 minutes per hour.

**Grade: SO1 to PO12**

7 weeks’ 1 day (28 days plus 8 bank holidays totalling 36 days} annual holiday per year (pro rata depending on actual hours worked). Holiday entitlement will therefore accrue at the rate of 15.8% of the total hours you actually work, which equates to 9.3 minutes per hour.

**-------------------------------------------**

**Annual leave and bank holiday entitlement for your casual workers for 2020/2021:**

**Grade: Scale 1 to 4**

6 weeks’ 4 days (26 days plus 8 bank holidays, totalling 34 days} annual holiday per year (pro rata depending on actual hours worked). Holiday entitlement will therefore accrue at the rate of 14.1% of the total hours you actually work, which equates to 8.8 minutes per hour.

**Grade: Scale 5 to 6**

7 weeks’ (27 days plus 8 bank holidays, totalling 35 days} annual holiday per year (pro rata depending on actual hours worked). Holiday entitlement will therefore accrue at the rate of 15.4% of the total hours you actually work, which equates to 8.6 minutes per hour.

**Grade: SO1 to PO12**

7 weeks’ 1 day (28 days plus 8 bank holidays totalling 36 days} annual holiday per year (pro rata depending on actual hours worked). Holiday entitlement will therefore accrue at the rate of 15.8% of the total hours you actually work, which equates to 9.3 minutes per hour.

**------------------------------------------------------------------------**

**Annual leave and bank holiday entitlement for your casual workers for 2021/2022:**

**Grade: Scale 1 to 4**

6 weeks’ 4 days (26 days plus 8 bank holidays, totalling 34 days} annual holiday per year (pro rata depending on actual hours worked). Holiday entitlement will therefore accrue at the rate of 14.1% of the total hours you actually work, which equates to 8.8 minutes per hour.

**Grade: Scale 5 to 6**

7 weeks’ (27 days plus 8 bank holidays, totalling 35 days} annual holiday per year (pro rata depending on actual hours worked). Holiday entitlement will therefore accrue at the rate of 15.4% of the total hours you actually work, which equates to 8.6 minutes per hour.

**Grade: SO1 to PO12**

7 weeks’ 1 day (28 days plus 8 bank holidays totalling 36 days} annual holiday per year (pro rata depending on actual hours worked). Holiday entitlement will therefore accrue at the rate of 15.8% of the total hours you actually work, which equates to 9.3 minutes per hour.

**------------------------------------------------------------------------**

**Annual leave and bank holiday entitlement for your casual workers for 2022/2023:**

**Grade: Scale 1 to 4**

7 weeks’ 1 days (26 days plus 10 bank holidays, totalling 36 days} annual holiday per year (pro rata depending on actual hours worked). Holiday entitlement will therefore accrue at the rate of 16.02 % of the total hours you actually work, which equates to 9.6 minutes per hour.

**Grade: Scale 5 to 6**

7 weeks’ 2 days (27 days plus 10 bank holidays, totalling 37 days} annual holiday per year (pro rata depending on actual hours worked). Holiday entitlement will therefore accrue at the rate of 16.57% of the total hours you actually work, which equates to 9.9 minutes per hour.

**Grade: SO1 to PO12**

7 weeks’ 3 day (28 days plus 10 bank holidays totalling 38 days} annual holiday per year (pro rata depending on actual hours worked). Holiday entitlement will therefore accrue at the rate of 17.10% of the total hours you actually work, which equates to 10.26 minutes per hour.

------------------------------------------------------------

**Annual leave and bank holiday entitlement for your casual workers for 2023/2024:**

**Based on 9 bank holidays (2023/24)**

|  |  |  |
| --- | --- | --- |
|  **Pay grade** | **Annual leave and bank holiday entitlement** | **Based on FTE days of A/L** |
| Scale 1-4 | 16.03% or 9.62 minutes per hour worked | 27 + 9 BH |
| Scale 5-6 | 16.54% or 9.92 minutes per hour worked | 28 + 9 BH |
| Scale SO1 to PO12 | 17.07% or 10.24 minutes per hour worked | 29 + 9 BH |
| Chief Officer | 17.6% or 10.56 minutes per hour worked | 30 + 9 BH |

**Annual leave and bank holiday entitlement for your casual workers for 2024/2025:**

**Based on 8 bank holidays (2024/25)**

|  |  |  |
| --- | --- | --- |
| **Pay grade** | **Annual leave and bank holiday entitlement** | **Based on FTE days of A/L** |
| Scale 1-4 | 15.51% or 9.31 minutes per hour worked | 27 + 8 BH |
| Scale 5-6 | 16.03% or 9.62 minutes per hour worked | 28 + 8 BH |
| Scale SO1 to PO12 | 16.54% or 9.92 minutes per hour worked | 29 + 8 BH |
| Chief Officer | 17.07% or 10.24 minutes per hour worked | 30 + 8 BH |

**Annual leave and bank holiday entitlement for your casual workers for 2025/2026**

**Based on 8 bank holidays (2024/25)**

|  |  |  |
| --- | --- | --- |
| **Pay grade** | **Annual leave and bank holiday entitlement** | **Based on FTE days of A/L** |
| Scale 1-4 | 15.51% or 9.31 minutes per hour worked | 27 + 8 BH |
| Scale 5-6 | 16.03% or 9.62 minutes per hour worked | 28 + 8 BH |
| Scale SO1 to PO12 | 16.54% or 9.92 minutes per hour worked | 29 + 8 BH |
| Chief Officer | 17.07% or 10.24 minutes per hour worked | 30 + 8 BH |