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## Annual Leave Calculator



### It's important to take breaks from work

Annual leave allows you to take paid time off from work to take regular breaks to rest and re-energise.

All members of staff employed by the trust are entitled to annual leave and **general public holidays** as set out in [colleague-in-training terms and conditions \(England\) 2016](#) (<http://www.nhsemployers.org/publications/doctors-and-dentists-training-terms-and-conditions-england-2016>) and [NHS terms and conditions of service \(Agenda for Change\)](#) (<https://www.nhsemployers.org/topics/pay-pensions-and-reward/nhs-terms-and-conditions-service-agenda-change>). The amount of leave is dependent upon:

- **Contract type**
- **Number of years of service within the NHS** (guidance on reckonable and continuous service can be found [here](https://faq.nhsbsa.nhs.uk/knowledgebase/article/KA-23759/en-us) (<https://faq.nhsbsa.nhs.uk/knowledgebase/article/KA-23759/en-us>) you may also find your continuous service by checking your [ESR profile](https://my.esr.nhs.uk/dashboard/web/esrweb) (<https://my.esr.nhs.uk/dashboard/web/esrweb>))
- **Number of hours worked per week** (when LTFT the entitlement will be calculated on a pro-rata basis i.e. if you are working at 80% FTE (full-time equivalent), you will be entitled to 80% of your FTE annual leave)

It's your responsibility to ensure that your leave entitlement is calculated correctly and it's advisable that you evenly distribute your annual leave throughout the year.

Please ensure that you familiarise yourself with your placement's annual leave procedure to ensure that this is booked in accordance with their process, you may need to contact them ahead of your placement to book advanced leave. Please also see the [Lead Employer annual leave policy](#) (<https://leademployer.merseywestlancs.nhs.uk/policies-and-forms?policy=2>) for reference.

### Using the annual leave calculator

Before using the annual leave calculator you will need the following information (some of this is available via [ESR](#) (<https://my.esr.nhs.uk/dashboard/web/esrweb>) or your contract of employment):

- Your annual leave entitlement (contract dependent)
- Your contractual hours per week (available on your contract of employment or most recent amended contract of employment not the total hours on your work schedule)
- The number of Bank Holidays in the period being calculated. [Click here](http://www.gov.uk/bank-holidays) (<http://www.gov.uk/bank-holidays>) for a useful bank holiday calendar

Informati on Governan ce	( <a href="https://leademployer.merseywestlancs.nhs.uk/information-governance-">https://leademployer.merseywestlancs.nhs.uk/information-governance-</a> )
Internatio nal Colleague s	( <a href="https://leademployer.merseywestlancs.nhs.uk/international-colleagues">https://leademployer.merseywestlancs.nhs.uk/international-colleagues</a> )
Knowled ge Sessions	( <a href="https://leademployer.merseywestlancs.nhs.uk/knowledge-sessions">https://leademployer.merseywestlancs.nhs.uk/knowledge-sessions</a> )
Medical Indemnit y	( <a href="https://leademployer.merseywestlancs.nhs.uk/legal-and-compliance/medical-indemnity">https://leademployer.merseywestlancs.nhs.uk/legal-and-compliance/medical-indemnity</a> )
NHS Collaborati ve Bank - MWL	▼ ( <a href="https://leademployer.merseywestlancs.nhs.uk/nhs-collaborative-bank-mwl">https://leademployer.merseywestlancs.nhs.uk/nhs-collaborative-bank-mwl</a> )
Our Values and Behaviour s	( <a href="https://leademployer.merseywestlancs.nhs.uk/our-values-and-behaviours">https://leademployer.merseywestlancs.nhs.uk/our-values-and-behaviours</a> )
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Pay Dates and Submission Deadlines	( <a href="https://leademployer.merseywestlancs.nhs.uk/pay-dates-and-deadlines">https://leademployer.merseywestlancs.nhs.uk/pay-dates-and-deadlines</a> )
Payslip and Payroll FAQs	( <a href="https://leademployer.merseywestlancs.nhs.uk/payroll-faqs">https://leademployer.merseywestlancs.nhs.uk/payroll-faqs</a> )
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Salary Sacrifice Scheme	( <a href="https://leademployer.merseywestlancs.nhs.uk/salary-sacrifice-scheme-1-2">https://leademployer.merseywestlancs.nhs.uk/salary-sacrifice-scheme-1-2</a> )
Supported Return to Training	( <a href="https://leademployer.merseywestlancs.nhs.uk/supported-return-to-training">https://leademployer.merseywestlancs.nhs.uk/supported-return-to-training</a> )
Tax and HMRC	( <a href="https://leademployer.merseywestlancs.nhs.uk/tax-hmrc">https://leademployer.merseywestlancs.nhs.uk/tax-hmrc</a> )
Terms and Conditio ns	( <a href="https://leademployer.merseywestlancs.nhs.uk/terms-and-conditions-of-service">https://leademployer.merseywestlancs.nhs.uk/terms-and-conditions-of-service</a> )
The British Medical Association	( <a href="https://leademployer.merseywestlancs.nhs.uk/the-british-medical-association-">https://leademployer.merseywestlancs.nhs.uk/the-british-medical-association-</a> )
Total Reward Statement	( <a href="https://leademployer.merseywestlancs.nhs.uk/total-reward-statement">https://leademployer.merseywestlancs.nhs.uk/total-reward-statement</a> )
Useful Contacts and Links	( <a href="https://leademployer.merseywestlancs.nhs.uk/useful-external-contacts-and-links">https://leademployer.merseywestlancs.nhs.uk/useful-external-contacts-and-links</a> )
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## Holiday Year

The annual leave year will commence on the first Wednesday in August and end on the last Tuesday immediately prior to the August changeover.

## Entitlement

The basic entitlement for annual leave for a full-time member of staff is 27 days per year. This will rise to 32 days for staff with over 5 years' service.

## Calculator

To calculate your entitlement for the full year/partial year, please [click here](https://leademployer.merseywestlancs.nhs.uk/media/NEWS%20and%20Events/News%20Images/2016%20AL%20Calculator.xlsx) (<https://leademployer.merseywestlancs.nhs.uk/media/NEWS%20and%20Events/News%20Images/2016%20AL%20Calculator.xlsx>)

## News & Events

(<https://leademployer.merseywestlancs.nhs.uk/news>)

## Contact & Enquiries

To see a full list of contacts for **Our Lead Employer Services** including e-mail and telephone details for the team, please [click](#)

## Social Media

Keep up to date with the latest news and announcements by following our social media pages:

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**Shining a light on Paediatric and  
Perinatal Pathology: A conversation  
with Dr Francesca McDowell.**

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