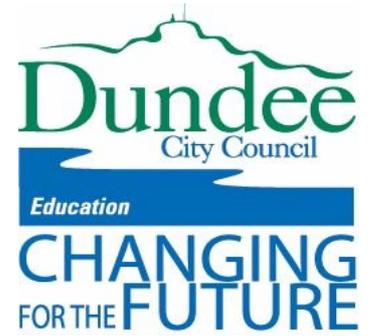


Dundee Negotiating Committee for Teachers



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Dear Colleague

ANNUAL LEAVE CALCULATION FOR NEW START EMPLOYEES

Following a change to national conditions of service, local agreement has been reached regarding how annual leave will be calculated to ensure no employee is in receipt of excess entitlement in their first year of employment.

A copy of the agreement is attached.

Janet Robertson
Kevin Nolan
(Joint Secretaries)

DNCT/23

ANNUAL LEAVE CALCULATION FOR NEW START EMPLOYEES

Teachers and Associated Professionals have an entitlement to 40 days annual leave per year (pro rata if part time). This equates to accrual at 0.2051 for each working day.

Previously, all Scottish local authorities worked on the principle that an employee leaving or joining another authority, would receive the holiday entitlement as set out for the authority in which they were employed. However, as a result of the recent agreement at SNCT level, there is now a requirement to calculate actual annual leave entitlement upon joining and leaving an authority, to ensure all employees receive their actual leave entitlement.

For new start employees, this has the impact that depending upon the time of year an individual commences employment, when the annual leave is calculated for the remainder of that year, it may result in that individual receiving annual leave which is in excess of the entitlement they are due from the date of start.

For example -

Teacher commences 7th May 2012 - Based on Annual Salary of £34,200

Working Days to end of Leave Year = 52

Holiday Entitlement = $52 \times 0.2051 = 10.66$ days

Paid Holidays to end of Leave Year = 15 days

Overpaid Holidays = $15 - 10.66 = 4.34$ days

$4.34 \times £34,200 / 235 = £631.61$ to be repaid

Where this happens, the individual will be advised and agreement reached on how this will be repaid via monthly salary deductions. The period of time for repayment will be within the current leave year where it is practicable to do so.