

Calculating Annual Leave - Guidance

The aim of this guidance is to outline Loughborough University's approach to the administration of annual leave entitlements for all staff.

Annual leave entitlement

The number of days' annual leave entitlement for staff per year is based on grade, length of service and contractual hours ([See Table 1](#)). For part time staff annual leave is based on the same criteria but pro-rata to their contractual hours.

An individual's annual leave entitlement forms part of their contract of employment.

Annual leave shall be taken with the approval of line management. The value of a day's annual leave in hours and minutes is equivalent to 7 hours and 24 minutes (pro-rata for part time staff).

Table 1. Leave entitlement.

Grades	Day 1/ Commencement	5 Years Service	25 Years Service	Bank Holiday & Closure Days
Grades 1 to 5	22	26	27	14
Grades 6 -9	30	30	30	14

In 2025 the university introduced an Annual Leave Purchase Scheme (ALPS) which allows staff to purchase up to 74 hours leave (the equivalent of 10 days for full-time employees). Full details about the ALPS scheme are available on the HR website- [Annual Leave Purchase Scheme | Human Resources | Loughborough University](#).

Annual leave year

The annual leave year runs from 1st May to 30th April.

Administration of annual leave

Individuals are advised not to book holidays prior to authorisation of their annual leave to avoid disappointment if their leave cannot be granted. Any cost incurred by an individual in these circumstances will not be reimbursed by the university if annual leave is not approved. Annual leave is subject to prior approval by line management in all cases.

Line managers are responsible for monitoring and authorising annual leave and for ensuring that all staff take sufficient leave throughout the year.

All leave is calculated and recorded locally within the School/Services. Under the Employment Rights Act 2025, annual leave records must be retained for six years (effective from 1 April 2026).

Carryover of annual leave

It is generally expected that staff will take their annual leave entitlement during the leave year, however staff can carry over up to 1 weeks leave i.e. 5 days (37 hours) pro rata for part time staff.

Leaving the university during a leave year.

The annual leave calculator should be used to calculate the accrued leave entitlement to the last day of employment.

In exceptional cases, where the individual has been unable to take their annual leave entitlement this should be discussed and agreed with their line manager, in which case they will receive payment in lieu of the leave on termination of service. The outstanding annual leave to be paid will need to be confirmed to HR by the line manager (or nominee) via the leaver notification form. Conversely, if the individual has taken more leave than their accrued entitlement before leaving the University then the total leave to be deducted from their final pay will need to be confirmed to HR by the line manager (or nominee) via the leaver notification form.

Where an individual has purchased annual leave via the Annual Leave Purchase Scheme (ALPS), their final deduction will be calculated based on the last date of employment, this will mean that their total ALPS balance will be adjusted accordingly.

Annual leave calculator.

The university will provide a leave calculator for each leave year which can be accessed via the annual leave pages on the HR website ([Annual leave | Human Resources | Loughborough University](#)).

There are two calculators a standard calculator and a term-time only calculator.

The standard calculator can be used for the following groups of staff:

A) Staff working a fixed weekly working pattern

Examples:

Full-time employee working 5 days per week (i.e. 7.4 hours Monday to Friday).

Part-time employee working 20 hours per week (i.e. 5 hours Monday to Thursday).

B) Staff working a proportion of the leave year

Examples:

Staff on a fixed-term contract which finishes before the end of the leave year.

Staff leaving before the end of the leave year.

c)

Staff working a condensed or non-standard working pattern

Examples:

Staff working a 9-day fortnight.

Staff on an annualised hours basis

The term-time calculator is to be used for term-time staff only.

Appendix 1: Using the calculator – a guide

The calculator can be accessed via the HR website: [Annual leave | Human Resources | Loughborough University](#).

All green fields must be completed.

The calculator is for the current leave year only 1 May to 30 April

Section 1: Working Week

Working Pattern: Enter your normal weekly working pattern in the table provided.

The calculator is in decimals, 6 hours and 30 minutes you will need to enter 6.5. (See appendix 1 for a minutes to decimal conversion table).

For staff working a condensed working pattern or annualised hours, enter the average daily hours. i.e. if you are employed to work an average of 10 hours per week, enter 2 hours Monday to Friday.

The total hours are automatically calculated based on the working pattern entered, this total figure is the contracted weekly hours.

Annual Leave Calculator (2025-26 Leave Year)

Name	
Payroll No	

Working Week

Enter in the table below the normal weekly working pattern. Please check that the total hours match the contracted hours. (for a full time employee contracted to 37 hours per week, 7.4 hours should be entered each day)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
7.4	7.4	7.4	7.4	7.4	0	0	37

Section 2: Basic Entitlement

This section calculates your basic annual leave entitlement based on your contractual leave entitlement, see table 1.

The following fields on the calculator must be entered:

Annual Leave FTE Ent. (Days): this is the annual leave entitlement in days, please refer to table 1.

Date from and Date to: the calculator is only for the leave year, for a full leave year the dates will be 01 May to 30 April.

Basic Entitlement
Complete all green cells. The yellow cell is the total bookable annual leave in hours (excl. bank holiday and closure days)
Please note that this calculator works specifically for the 2025/26 leave year i.e. 1 May 2025 to 30 April 2026

	Resource		Annual Leave					FTE Actual Basic	
	Hrs/Week	FTE Hrs	FTE Ent (Days)	Annual Leave FTE Ent (Hrs)	Employee %	Date From	Date to	Annual Leave Ent hours	Pro-rata Basic Ent hours
	37	37	22	162.8	100.00%	01/05/2025	30/04/2026	162.80	162.80
									162.80

In this section the **Pro-rata Basic Ent hours** is the total annual leave entitlement in hours, based on the weekly hours and date period entered (excl. bank holiday/closure days).

Section 3. Bank Holidays and University Closure Days

The calculator will automatically deduct any days that fall on a bank holiday or closure day within the date range. It will calculate the pro-rata entitlement for part-time staff.

In the example below, the individual works 3 days per week (Monday, Tuesday and Friday), 7.4 hours per day, they therefore work 60% of a full-time week. They are employed from 1 May to 30 November, during this period a full-time employee will have 29.6 hours (4 days) bank holiday/closure days. The pro rata entitlement for this part-time employee will be 17.76 hours (60% of 29.6), this is shown on the calculator as the **Total BH/Closure day entitlement (A)**. The bank holiday/closure days all fall on days the employee would normally work so they will take 29.6 hours of leave, the difference between their pro-rata entitlement and leave they will take is shown as the **BH/Closure day balance**, in this case this gives a balance of -11.84. This will be deducted from the employee's **Pro-rata Basic Ent hours** to give their balance of bookable leave.

Bank holidays and University closure days
The calculator will automatically deduct any days that fall on a bank holiday/closure day. (A) = Total bank holiday/closure day entitlement based on hours and dates
This value (B) will be subtracted from the total BH/Closure day entitlement (A).

	Resource		UH FTE Ent	Leave FTE Ent				Total	
	Hrs/Week	FTE Hrs	(Days)	(Hrs)	Employee %	Date From	Date to	BH/Closure day entitlement (A)	BH/Closure day balance
	37	37	14	103.6	100.00%	01/05/2025	30/04/2026	A	A-B
								103.6	0

Hours Booked
Total Hours

Carry Forward
Total Hours

Hours Purchased (ALPS)
Total Hours Pro-rata ALPS
40 40.00

Any staff who have a carry-over balance or approved ALPS should add the total hours in the appropriate fields. The amount added will form part of the Total Bookable Leave.

Section 4: Leave Balance

The calculator shows 3 difference balances.

C. Total Bookable Leave Ent (Hrs) - This balance considers any adjustment for the bank holiday/closure days and can be used for staff who work a fixed working pattern, including part-time, fixed term and leavers.

D. Total Leave Entitlement - This balance is the total basic entitlement plus the bank holiday/closure days. This balance can be used for staff who work a condensed working pattern including a 9-day fortnight and those on an annualised hours contract; however additional care is required, see Section 5 below. Any bank holiday/closure days that fall on a normal working day will need to be deducted from this balance.

Statutory Minimum Checker - This checks the **Total Leave Entitlement (D)** against the statutory minimum, if the statutory entitlement is higher the figure will be highlighted in amber and the local leave records will need to be adjusted. In the example below, the Statutory Leave is 11 hours, and the Total Leave Entitlement is 9 hours, an additional 2 hours will therefore need to be added to the employee's bookable leave.

Leave Balances

Please see guidance tab for description.

C: Total Bookable Leave Ent. (Hrs) 262.00	D: Total Leave Entitlement inc basic ent & B/H Days 325.60	Statutory Minimum checker 208.00 Use this figure if higher than Total Leave Entitlement D
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Section 5: Annualised hours contracts

When calculating annual leave for colleagues on annualised hours contracts, use the value shown in **Box D (Total Leave Entitlement)** as the starting leave entitlement.

As colleagues on annualised hours contracts do not work a fixed weekly pattern, the calculator cannot determine which bank holidays and university closure days fall on their actual working days.

Therefore, managers should:

1. Take the entitlement shown in **Box D (Total Leave Entitlement)**. For annualised hours staff, the calculator uses an average weekly working pattern to determine this entitlement.
2. Identify any bank holidays and university closure days that fall on days the colleague is scheduled to work.
3. Deduct the hours for those bank holidays and closure days from the Box D total.

The remaining balance is the colleague's bookable annual leave entitlement.

Note: Box D represents the colleague's total leave entitlement, including their pro-rata bank holiday and closure day entitlement. A deduction is only required where a bank holiday or closure day falls on one of the colleague's actual working days.

Appendix 1: Minutes to Decimal conversion table

Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours
1	0.02	21	0.35	41	0.68
2	0.03	22	0.37	42	0.7
3	0.05	23	0.38	43	0.72
4	0.07	24	0.4	44	0.73
5	0.08	25	0.42	45	0.75
6	0.1	26	0.43	46	0.77
7	0.12	27	0.45	47	0.78
8	0.13	28	0.47	48	0.8
9	0.15	29	0.48	49	0.82
10	0.17	30	0.5	50	0.83
11	0.18	31	0.52	51	0.85
12	0.2	32	0.53	52	0.87
13	0.22	33	0.55	53	0.88
14	0.23	34	0.57	54	0.9
15	0.25	35	0.58	55	0.92
16	0.27	36	0.6	56	0.93
17	0.28	37	0.62	57	0.95
18	0.3	38	0.63	58	0.97
19	0.32	39	0.65	59	0.98
20	0.33	40	0.67	60	1