



St Mary's
University
Twickenham
London

Understanding your Annual Leave in Hours

Your annual leave entitlement is shown on your PeopleNet page and is represented in hours. By having your annual leave in hours, you can be much more specific on what you want/when you would like to use it, compared to annual leave in days. For example, if you want to leave 2 hours early on a Friday you can book specifically this rather than a half day.

Calculating your Annual Leave

This is calculated based on your Full Time Equivalent entitlement & weekly hours. Each entitlement is broken down below-

Example- Working out our FTE/Annual Leave Entitlement

- Professional Service Staff
- Less than 5 years' service & is on Band D
- Works 28.8 hours per week Calculation:

Your weekly hours / weekly full-time hours = Your FTE

$$28.8 \text{ hours} / 36 = 0.8\text{FTE}$$

$$0.8 \times 23 = 132.5 \text{ hours.}$$

This is calculated based on your Full Time Equivalent entitlement & weekly hours. Each entitlement is broken down below-

Full Time Entitlement	Days	Hours
Professional Service Staff (Bands A-H) with less than 5 years' service.	23 days	165.6 hours
Professional Service Staff (Bands A-H) with more than 5 years' service.	25 days	180 hours
Professional Service Staff on Band I or above.	30 days	216 hours
Academics	35 days	252 hours

If you work part time, you can work out your entitlement by multiplying your FTE by the Full Time Equivalent. You can work out your FTE and annual leave by following the example below.

For those who work part time your pro-rata entitlement to Bank Holidays & University Closure Days also impacts your overall annual leave entitlement, and as this is entirely dependent upon your working pattern and the number of Bank Holidays & University Closure Days that year, please ensure that you agree a weekly working pattern with your Line Manager and that this is shown on PeopleNet.

132.5 hours is their annual leave entitlement across the entire annual year, this will then be adjusted depending on when exactly they work those hours & how many Bank Holiday/University Closure Days there are in that specific annual year.

You will be able to see your entitlement on your PeopleNet account, details on how to access and use this platform can be found on the StaffNet PeopleNet pages ([also linked here](#)).

Work Patterns

The standard working week is 36 hours (1.0 FTE) (Monday – Thursday 9am – 5.15pm & Friday 9am – 5pm) each day is valued as below:

Monday	Tuesday	Wednesday	Thursday	Friday	Total
7.2 hours	7.25 hours	7.25 hours	7.25 hours	7 hours	36 hours

If you have any further questions about your specific annual leave entitlement or work pattern, please contact the HRHelpdesk@stmarys.ac.uk.