**Annual Leave vs. Proportional Leave**

**Annual Leave**  
If an employee has worked continuously under an employment contract during the calendar year for 52 weeks, at either the standard weekly working hours or shorter agreed working hours, the employee is entitled to leave calculated as the weekly working hours multiplied by the leave entitlement.  
The basic leave entitlement is 6 weeks for non-academic staff and 8 weeks for academic staff.

**Formula for calculating annual leave:**  
**WEEKLY WORKING HOURS (in hours) × ANNUAL LEAVE ENTITLEMENT (in weeks)**

*Examples:*

* Non-academic staff, full-time (1.0 FTE): 40 × 6 = 240 hours
* Non-academic staff, part-time (0.3 FTE): 12 × 6 = 72 hours
* Academic staff, full-time (1.0 FTE): 40 × 8 = 320 hours
* Academic staff, part-time (0.3 FTE): 12 × 8 = 96 hours

**Proportional Leave**  
If an employee has not worked the entire year, they are entitled to a proportional part of their annual leave.

**General formula for calculating proportional leave:**  
**WEEKLY WORKING HOURS (in hours) × ANNUAL LEAVE ENTITLEMENT (in weeks) × PERIOD WORKED (in weeks) ÷ 52**

*Examples:*

* Non-academic staff, full-time (1.0 FTE), employed 1 Jan – 30 Jun: 40 × 6 × 26 ÷ 52 = 120 hours
* Academic staff, part-time (0.3 FTE), employed 1 Jan – 31 Dec: 12 × 8 × 26 ÷ 52 = 48 hours

**Leave in Case of Change of Working Hours During the Year**  
If the length of the standard or shorter agreed working hours changes during the year, the employee is entitled to leave proportionally, corresponding to the duration of each period with different working hours.

**Reduction of Leave**  
Leave is reduced only in cases of unexcused absence, and it is reduced by the number of unexcused hours from the missed shift.