

Calculating banked hours

Find the individuals contracted hours worked per week and their leave entitlement, where these intersect is the extra time (in units) that must be worked each week. You can then use the conversion table to convert the units into hours and minutes.

Time (in units) to be banked each week.

Working Hours per Week	30 AL days + 1.6 Bank Holidays days	33 AL days + 1.6 Bank Holidays days	35 AL days + 1.6 Bank Holidays days
4	0.57	0.51	0.47
5	0.71	0.63	0.58
6	0.85	0.76	0.70
7	0.99	0.89	0.81
8	1.14	1.01	0.93
9	1.28	1.14	1.05
10	1.42	1.27	1.16
11	1.56	1.39	1.28
12	1.70	1.52	1.40
13	1.85	1.65	1.51
14	1.99	1.77	1.63
15	2.13	1.90	1.75
16	2.27	2.03	1.86

17	2.41	2.15	1.98
18	2.56	2.28	2.10
19	2.70	2.41	2.21
20	2.84	2.53	2.33
21	2.98	2.66	2.44
22	3.13	2.79	2.56
23	3.27	2.91	2.68
24	3.41	3.04	2.79
25	3.55	3.17	2.91
26	3.69	3.29	3.03
27	3.84	3.42	3.14
28	3.98	3.55	3.26
29	4.12	3.67	3.38
30	4.26	3.80	3.49
31	4.40	3.93	3.61
32	4.55	4.05	3.73
33	4.69	4.18	3.84
34	4.83	4.31	3.96
35	4.97	4.43	4.07
36	5.11	4.56	4.19
36.5	5.18	4.62	4.25

Conversion table – 60 minutes equal to 100 units

MINUTES	UNITS	MINUTES	UNITS
1	.02	31	.52
2	.03	32	.53
3	.05	33	.55
4	.07	34	.58
5	.08	35	.60
6	.10	36	.60
7	.12	37	.62
8	.13	38	.63
9	.15	39	.65
10	.17	40	.67
11	.18	41	.68
12	.20	42	.70
13	.22	43	.72
14	.23	44	.73
15	.25	45	.75
16	.27	46	.77
17	.28	47	.78
18	.30	48	.80
19	.32	49	.82
20	.33	50	.83
21	.35	51	.85
22	.37	52	.87
23	.38	53	.88
24	.40	54	.90

25	.42	55	.92
26	.43	56	.93
27	.45	57	.95
28	.47	58	.97
29	.48	59	.98
30	.50	60	100

Example 1

A person newly appointed to work 30 hours per week with 30 days leave entitlement, will therefore need to work an additional 4 hours 15 minutes (4.26) per week, to have banked enough hours to entitle them to take all the school holidays as leave (combined with their annual leave and bank holiday entitlement).

Example 2

After five years employment they are entitled to 33 days leave. They therefore need to work an additional 3 hours 48 minutes (3.80) per week instead of 4 hours 15 minutes (4.26) per week to have banked enough hours to entitle them to take all the school holidays as leave (combined with their annual leave and bank holiday entitlement).