

Public and annual leave arrangements

**For school based staff who commenced with the London borough of Hounslow
with effect from 1 April 2002**

Grade	Less than 5 years service	After 5 years service
Scale 1a to 4	21	27
Scale 5 to PO	24	30

Notes:

'Service' refers to continuous local government service (including certain other employers). Hounslow staff who joined before 1 April 2002, and who transfer to new posts with the Borough will have their existing annual leave entitlements protected, if applicable.

Working days based on a 5 day week

The figures above exclude bank holidays.

Christmas closure

Where your workplace is closed over the period from Christmas Day to New Year Bank Holiday inclusive you will be entitled to 3 days in addition to the above annual leave (this example is illustrative of a full-time worker),

If the leave year runs from April, a proportionate part of annual leave should be granted to staff in the year in which 5 years' service is completed, in accordance with the following rules:

Starting date:

Leave Due:

2 March to 1 April	Nil
2 February to 1 March	0.5 days
2 January to 1 February	1 day
2 December to 1 January	1.5 days
2 November to 1 December	2 days
2 October to 1 November	2.5 days
2 September to 1 October	3 days
2 August to 1 September	3.5 days
2 July to 1 August	4 days
2 June to 1 July	4.5 days
2 May to 1 June	5 days
2 April to 1 May	5.5 days