

**SELCP Time Off Policy Appendix****Appendix 1 – Annual Leave Entitlements**

<b>SELCP Annual Leave Entitlement</b>			
Years of Service	Entitlement Days (Excluding Bank Holidays)	Entitlement in Hours (Excluding Bank Holiday)	Entitlement in Hours (Including Bank Holiday)
Year 1	29	214.6	273.8
Year 2	30	222	281.2
Year 3+	31	229.4	288.6

<b>SELCP Service Managers Annual Leave Entitlement</b>		
	Service under 10 years	Service 10 years and Over
Service Managers	31	34
Chief Officers Assistant Directors	31	34
Chief Officers (DCX/Directors)	33	36
Chief Officers (CEX)	34	37