

## Annual Leave Factsheet

Paid annual leave taken in the normal course of an employment in respect of a member's usual annual leave entitlement is pensionable and contributions will be collected in the normal way.

Where employers operate flexible leave schemes pension contributions, pensionable pay and membership should be maintained at the original level.

If a member leaves their employment with outstanding annual leave to be paid in respect of their usual annual leave entitlement, the date of leaving should be extended by the appropriate number of days.

A member cannot be pensionable in two employments at the same time, if they equate to more than whole time.

For instance, if a member is leaving a whole-time employment and moving to another whole-time employment, they may finish on a Friday, start their new job the following Monday, but have three weeks untaken annual leave owing from the first employer. That period of leave is pensionable with the first employer and consequently is not pensionable with the second employer.

### **Contributions for the new job should start in three weeks' time.**

HSC Pension Service will notify an employer if a start date or end date has to be adjusted for pension purposes, due to overlapping employments with another employer.

Whole-time employments take precedence over part-time employments because this is more beneficial for the member.

Payments for annual leave should not be confused with payments made in lieu of notice, which are compensatory payments and non-pensionable.