

Annual Leave FAQ

The annual leave for North Lanarkshire Council for employees on Schedule A runs from 1st January to 31st December each year.

The following frequently asked questions (FAQ) document details some common queries regarding annual leave balances and some useful guidance on how to understand your annual leave balances detailed on iTrent. There is also information on how to get in touch to query this.

How do I know what my annual leave balance should be?

Your annual leave is calculated based on your contractual hours and years of service. Please see below a table detailing annual leave entitlements based on 35 hours and 37 hours per week FTE.

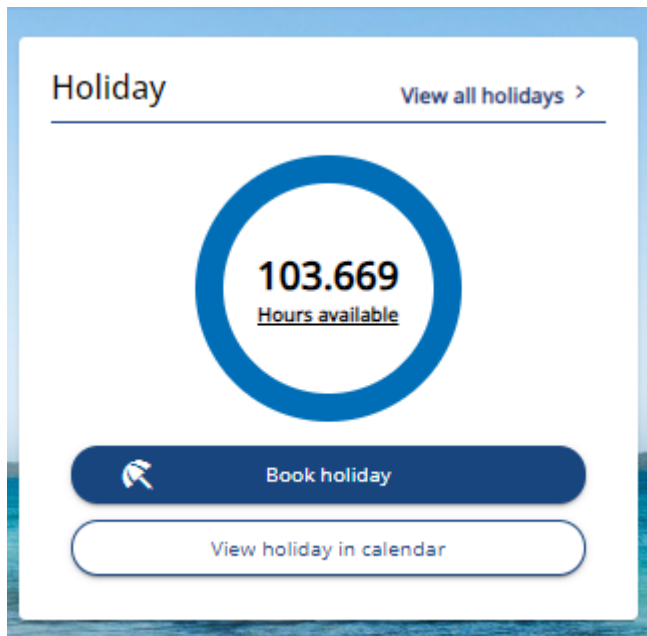
Please note the annual leave is based on your continuous service as at 01/01 in the given year. E.g. if you started employment with NLC in February 2019, you would have an annual leave entitlement of 33 days in 2025. In 2024, your continuous service would have been 4 years 11 months at 01/01/2024. Your leave entitlement would be 27 days.

Continuous Service	Annual Leave Entitlement	Annual Leave in Hours (35 hours per week)	Annual leave in Hours (37 hours per week)
<5 years	27	189	199.8
5<7	33	231	244.2
7<10	34	238	251.6
10<12	35	245	259
12<15	36	252	266.4
15+	37	259	273.8

Your annual leave balance on iTrent will also contain your public holiday entitlement which is 6 days per year, pro rata for part time. Public Holidays are automatically deducted from your balance on 1st of January each year.

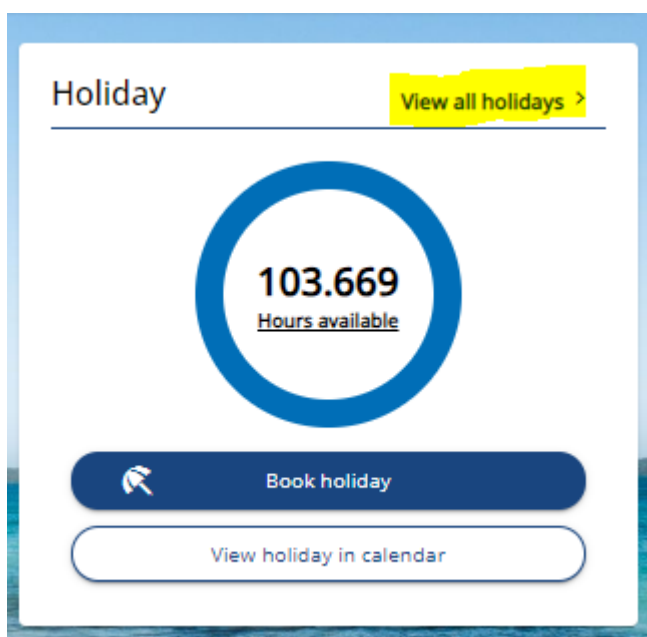
How do I view my annual leave balance on mySelf?

Once you have logged into your mySelf the holiday widget will appear on the home screen.




The widget will show your current holiday balance in the circle. If you have more than one position with NLC you can press the arrows to navigate through your entitlements.

View all holidays



This will load up a list of all holidays and public holidays recorded for the next year. You can adjust the start and end date to view specific periods if you wish. This will show all holidays that are authorised or awaiting authorisation.

Absence records

 Searching with neither Start date nor End date will return all absences.

All

Holiday

Sickness

Other

Flexitime

Type

All

Status

Not refused

Start date (dd/mm/yyyy)

07/01/2025



End date (dd/mm/yyyy)

07/01/2026

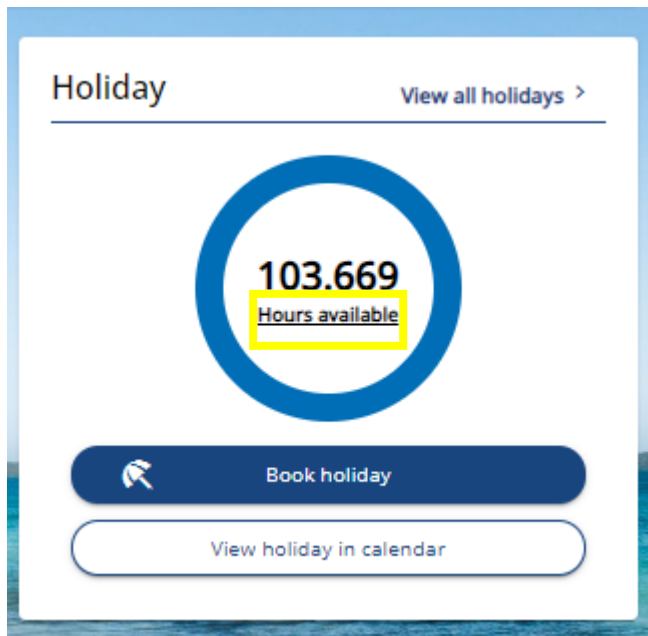


Search

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
05 Sep 2025	05 Sep 2025	7	Personal holiday		Authorised	
14 Aug 2025	15 Aug 2025	15	Personal holiday		Authorised	
21 Apr 2025	21 Apr 2025	0	Bank holiday		Not applicable	
18 Apr 2025	18 Apr 2025	7	Bank holiday		Not applicable	
14 Apr 2025	17 Apr 2025	32	Personal holiday		Authorised	
24 Mar 2025	29 Mar 2025	31	Personal holiday		Authorised	
18 Feb 2025	21 Feb 2025	31	Personal holiday		Authorised	
29 Jan 2025	29 Jan 2025	8	Personal holiday		Authorised	
28 Jan 2025	28 Jan 2025	8	Personal holiday		Authorised	

Can I see a breakdown of my annual leave entitlement on mySelf?

You can see via the holiday widget by clicking on *Hours available*. This will load last year, current year and next year's annual leave balances.



This details a break of your balance as follows: Entitlement, Taken, Scheduled and Balance.

Entitlement: This is your entitlement for the year, if you are viewing this after February in any given year this will include any buy, banked or unpaid leave you have had authorised. If you start after the 1st of January in the year your annual leave will be pro-rata'd for the year. This will be highlighted under the holiday period. This figure will include your public holiday allowance.

Taken: This is annual leave and public holidays taken at the date you are checking your entitlement.

Scheduled: This is annual leave and public holidays scheduled for the remainder of the year.

Balance: This is annual leave entitlement you have remaining at the current date.

[< Back to Dashboard](#)

Holiday balances



The balance takes account of all recorded holidays including any awaiting authorisation. Please select a card to view the Holiday Entitlement Summary



Scheme name

A/L NLC - Schedule A (Hours)

Holiday period

01 Jan 2024 - 31 Dec 2024

Entitlement

268.084 hours

Taken

267.4155 hours

Scheduled

0 hours

Balance

0.6685 hours

Scheme name

A/L NLC - Schedule A (Hours)

Holiday period

01 Jan 2025 - 31 Dec 2025

Entitlement

273.6685 hours

Taken

16 hours

Scheduled

154 hours

Balance

103.6685 hours

Scheme name

A/L NLC - Schedule A (Hours)

Holiday period

01 Jan 2026 - 31 Dec 2026

Entitlement

231 hours

Taken

0 hours

Scheduled

0 hours

Balance

231 hours

You can click on any of the cards to view the annual leave breakdown for the year.

Position
Holiday period dates
01 Jan 2025 - 31 Dec 2025

Scheme name
A/L NLC - Schedule A (Hours)
Entitlement for period
273.6685 hours (273 hours Pro Rata) (0.6685 brought forward)

Start date	End date	Duration	Remaining entitlement
01 Jan 2025	01 Jan 2025	8	265.6685
02 Jan 2025	02 Jan 2025	8	257.6685
28 Jan 2025	28 Jan 2025	8	249.6685

Under *Entitlement for period*, you will see any annual leave brought forward, please note this is the first hours that are taken from your balance when annual leave is applied for. If you do not use this and have not applied to bank this leave it will drop off your balance on 31st of January. If you have banked leave and it meets the conditions of the buy, bank and unpaid leave scheme it will added back to your balance after 1st February.

Why would my *Entitlement for period* have (adjustment) after the balance?

Entitlement for period
268.084 hours (Adjustment)

This can appear for several reasons for example an annual leave abatement due to sickness absence, leave being added to your balance from buy, bank and unpaid leave scheme, leave carry forward being added after maternity leave or shared parental leave, leave carry forward authorised by a Chief Officer.

I don't understand my annual leave balance and would like to query this, who do I contact?

You can log an Annual Leave enquiry via myNL Portal using the [Annual Leave Enquiry Form](#). See below

Annual Leave ♥

Catalogue item to raise an issue with annual leave entitlement

Allow employee to raise issues with their annual leave entitlement, this can include items such as:

- Incorrect Annual Leave
- Carry Forward
- Maternity Leave annual leave
- Leaver Annual Leave
- Temporary Contract
- Public Holiday
- Term Time
- Buy and Bank
- Other Annual Leave enquiry

* Indicates required

* Is this request being raised for yourself? ?


-- None -- ▼

*What is the nature of your query? ?

-- None -- ▼

*What year does the enquiry relate to? ?

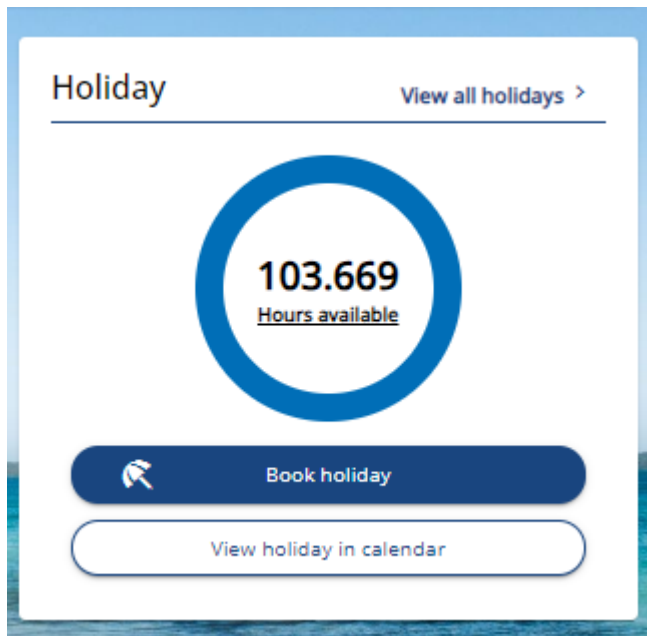
* Provide as much information as possible. ?

 Add attachments

If you do not have access to myNL Portal, please email esc-helpdeskteam@northlan.gov.uk

I am term time and have bought leave, where will I see this?

This will appear on your holiday balance after 1st February.



What if I leave NLC during the leave year?

Your annual leave balance will be pro-rata'd accordingly based on the time of year you leave. Once your leaving date has been entered on the system you will see how much annual leave you have left to use before you leave.

What if I change my working hours or move to part time during the leave year?

Your annual leave balance will update if your work pattern changes to deduct the correct number of hours per day. If you increase or decrease your working hours, your annual leave will be adjusted accordingly.

Can I buy more leave during the annual leave year?

No, you can only purchase additional leave during the buy and bank window in November/December the previous year.

I have checked my annual leave breakdown and there is a date a booked and I worked this day, how do I get the hours back?

Your line manager will need to contact the People Helpdesk team via myNL portal using the Annual Leave Enquiry to have the hours returned.

How do I book annual leave?

You can request annual leave via mySelf. [Infographic - booking annual leave.](#)

Your line manager will review the request and authorise/decline as appropriate.

I am in a temporary position, but I have the right to revert to a permanent position within NLC. My annual leave balance is not showing my full entitlement for the year. Why is this?

Your annual leave balance will only display the entitlement up to the end date of your temporary position and if this is during the current leave year your annual leave balance will appear pro rata. Please note any public holidays for the current year will have been deducted from your balance.

You can see your entitlement for the year when you click on *Hours available* and then click in to the annual leave balance card and view your entitlement breakdown.

Holiday entitlement summary

Close X

Position	Holiday period dates 01 Jan 2025 - 31 Dec 2025
Scheme name A/L NLC - Schedule A (Hours)	Entitlement for period 30.092 hours (231 hours Pro Rata) (-0.008 brought forward)