## **2. Work out annual leave entitlement**

Your annual leave entitlement is automatically calculated and displayed in iTrent. To view your holiday balance:

1. [access iTrent](https://intranet.kingston.gov.uk/task/access-itrent/)
2. choose ‘view my holiday balance’

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade** | **on appointment** | **after five years local government service** | **after ten years service with Kingston Council** |
| A to D | 23 days | 27 days | 30 days |
| E | 23 days | 27 days | 30 days |
| F to G | 26 days | 27 days | 30 days |
| H to M | 29 days | 29 days | 32 days |
| Director or Chief Officer | 32 days | 32 days | 35 days |

***Note: Increase for 10 years only applies to staff with more than five years services on 1 October 2011***

### **Public and bank holidays**

You get public and bank holidays in addition to your annual leave entitlement (pro rata for part-time staff).