



National Sheep Association

Guidance to staff when booking holiday in Xero

General information on holidays

- Unless stated otherwise in your contract, you get 20 days holiday and eight bank holidays per year. For part-time staff this is pro-rata – i.e. someone working four days a week gets four-fifths of the holiday and bank holiday allowance, someone working three days gets three-fifths.
- Holidays are to be taken within a calendar year. Unless there are exceptional circumstances, holidays not taken by 31st December will be forfeited; they cannot be rolled over.
- Xero will be set up with your holiday allocation at the beginning of the year. It knows if you have a contractual variation of the normal holiday/bank holiday allocation and if you work full-time versus part-time.
- If you change the number of days you work at a mid-point during the year, Xero will be updated for your salary and holiday allocation – but your line manager will provide additional information at the time if you need it.
- Because NSA gives your holiday allocation in days but Xero works in hours, to find out how much holiday you have left during the calendar year, log into Xero and find the “Annual Leave” balance on the “Time Off” tab. Divide the total by the number of hours in your regular working day (this is 7.5 hours for most people but varies for people working compressed or flexible hours) to give the number of days you have left to book.
- The figure that appears on your payslip is the amount of holiday you’ve taken to date, so doesn’t include holiday you’ve booked in the future.

Full-time employees

- When booking annual leave in Xero, a day will show as 7.5hrs. Leave the amount as 7.5hrs, unless you want to book half a day off and need to change it to 3.25hrs.
- Do not book bank holidays as holiday – these will automatically be in the system.

Part time employees

- At the beginning of each year, your line manager and/or NSA Bookkeeper will contact you with a schedule of bank holidays, marking which bank holidays fall on a day you usually work and will be booked into Xero as a day off. Bank holidays that fall on a day you do not work will be added pro rata to your holiday allocation for the year. If for any reason you end up working a bank holiday that has been booked in Xero at the beginning of the year as a bank holiday you are taking off, you can speak to your line manager and take the time back in line with the [NSA policy on time off in lieu](#).



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- When booking annual leave in Xero, a whole day will show at the number of hours pro rata. **You must change this.** Unless you are working compressed/flexible hours (see below), change the amount to 7.5hrs per day / 3.25hrs per half day. To take a whole week off, only book the days you would usually work – i.e. if you usually work Monday-Thursday and want to take Monday-Friday off work, book Monday-Thursday (four days) into Xero (4x7.5hrs). If one of the days is a bank holiday and you would usually work that day it will already be in the system as a holiday; you do not need to book it off.

Compressed / flexible hours. If you work compressed hours or flexible hours, the amount of hours you need to state when booking time in Xero will be different to outlined above. You will be advised of this by your line manager.

Staff on zero hours contracts. Staff on zero hours contracts accrue holiday based on the hours they work and are paid for this once per quarter. Therefore, they do not book any holiday into Xero. Time-off is taken as agreed with your line manager and is unpaid.