

## 60267 Staff Hours and Holidays

How many hours of work per week is considered FTE?

If varied, can this be broken down by number of staff and gender?

Full-time FTE for Local Government Employees (which excludes Teachers) is 36 hours per week.

We publish a quarterly workforce dashboard which gives further insight into the breakdown of colleagues within the Council. The latest report for Q2 (July to September 2025) is published on our website at:

<https://democracy.edinburgh.gov.uk/ieListDocuments.aspx?CId=140&MId=7620>

Please refer to 'Item 8.7 – City of Edinburgh Council Workforce Dashboard'

How many holiday days/hours do staff get?

If there is a range, can we have the minimum and maximum with the qualifying criteria?

The annual leave entitlement for full-time employees working a standard 36 hour week is:

- 27 days (194.4 hours) plus 6 public holidays (43.2 hours) - if you have less than five years of continuous service at the start of the leave year.
- 32 days (230.4 hours) plus 6 public holidays - after five years but less than 10 years of continuous service at the start of the leave year.
- 35 days (252.0 hours) plus 6 public holidays (43.2 hours) - after 10 years of continuous City of Edinburgh Council service at the start of the leave year.

Does the council have any death in service payment that is not linked to the SLGPS?

Our Death Benefit Policy is available on our website at:

<https://www.edinburgh.gov.uk/directory-record/1208366/death-benefit-scheme>