

Annual leave Policy (AfC Employees)

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Protection of Pay (W25)
Recovery of Overpayments and Payment of Underpayments
Special Leave Policy (W19)

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Contents Page

	Page
1 Policy on a Page	4
2 Policy Statement and Purpose	5
3 Scope	5
4 Roles and Responsibilities	5
5 Leave Entitlement	6
6 Calculation of Annual Leave	6
7 Flexible Working	7
8 Part Year Leave Calculations	7
9 General Public Holidays	9
10 Booking Annual Leave	10
11 Carry-over of Leave between years	11
12 Buying/Selling years	11
13 Accruing Annual Leave during Other Types of Leave	11
14 Failure to return from leave	12
15 Unauthorised Absence	12
16 Cancellation of Annual Leave	12
17 Support for Staff	13
18 Training needs	13
19 Monitoring and Review	13
20 Equality Impact Assessment Statement	13
21 Process for Monitoring Compliance	13
Appendix A: Annual Leave Entitlement Ready Reckoner	14
Appendix B – Public Holiday Entitlement Read Reckoner	16

1. Policy on a Page

Annual leave is an important part of ensuring employees maintain a balance and supporting their health and wellbeing. Generally annual leave should be appropriately proportioned out over the calendar year, to allow for rest and relaxation. It may also be used on an-hoc basis to help cover emergency/caring needs as well as allow for short breaks.

The key principles that underpin the Trust's policy on Annual Leave include:

- Ensuring that employees take their annual leave entitlement to support their health and wellbeing through adequate breaks throughout the year.
- Provide a uniform and equitable approach to the calculation of annual leave and general public holiday entitlements as defined under Agenda for Change terms and conditions
- Procedure to follow in cases of failure to return from leave or unauthorised absence.
- The impact of flexible working arrangements on annual leave and general public holiday entitlements.

2. Policy Statement and Purpose

As a Trust we are committed to ensuring that all employees take adequate rest away from work while maintaining the needs of the service. Annual leave is an important part of work-life balance; equally the good management of annual leave by the employee and their line manager is essential to the health and safety of the individual and the organisation.

The purpose of this policy is to set out the Trust's approach to ensure that all employees have the opportunity to take their paid annual leave and general public holiday entitlement as defined by the NHS Terms and Conditions of Service Handbook within a framework that allows patient care to be delivered throughout the year.

3. Scope

This policy applies to staff employed on Agenda for Change Contracts (under NHS Terms and Conditions of Service Handbook), it does not apply to Medical and Dental Staff.

4. Role and Responsibilities

4.1 Trust Board

- Trust Board has responsibility to oversee and ensure that due process is followed according to the key steps and procedures detailed in this policy.

4.2 Executive Directors / Departmental Directors / Heads of Service

- It is for the Executive Directors, Departmental/Directorate Management Teams to ensure this policy is applied consistently and fairly.

4.3 Chief People Officer

- The Chief People Officer has the responsibility for ensuring this policy is implemented appropriately and in accordance with the Trust's Equality, Diversity, and Inclusion Policy.
- To ensure the People Advisory (HR) team provide advice, support, and guidance to employees and line managers in the implementation of this policy.

4.4 Line Managers

- Managers should adhere to this policy when approving annual leave.
- Managers must follow the steps set out in this policy.
- Managers must ensure employees are aware of this policy

4.5 Employees

- Employees should adhere to this policy and procedure.
- Employees need to be familiar with this policy and understand the process for requesting Annual leave.

5. Leave Entitlement

The leave year for staff covered by the NHS Terms and Conditions of Service Handbook is 1st April to 31st March.

Section 13.1 of the handbook provides that all employees (where the full-time hours for their staff group are 37.5 hours per week or 1 WTE equivalent) have the following annual leave entitlement per annum:

	Annual Leave	Public Holidays**	Total
	Days*	Days	Days
On appointment	27	8	35
After 5 years NHS service	29	8	37
After 10 years NHS service	33	8	41

* For the purpose of this calculation, one annual leave day is the equivalent of 7.5 hours.

** There are 8 public holidays in each calendar year (January – December) but because our leave year runs April – March, the number of public holidays may vary depending on where Easter is placed.

For employees working part time, the full-time entitlement must be pro-rated in accordance with their contracted hours.

If employees do not work standard shifts (7.5 hours) see section 6 regarding the calculation of leave in hours.

All proven NHS service is reckonable for the purposes of calculating the annual leave entitlement – regardless of the length of any breaks in that service. Information about employee's length of service is not held on ESR, but occasionally it may be necessary for management to request to see proof of service. Bank service is also reckonable where employees can evidence they have worked a minimum of two shifts per month or the 488 hours per year that Temporary Staffing ask individuals to complete to remain active on the bank. This bank service where identified would be counted towards service for annual leave purposes when appointed to a permanent or fixed term post.

6. Calculation of Annual Leave

To ensure that all Trust employees have an equitable amount of annual leave, all annual leave and public holiday entitlements are calculated in hours not days, regardless of whether the employee is full-time or part-time. If an employee joins the Trust part way through the leave year, they get a pro rata number of hours for Annual leave and public (bank) holidays based on the number of weeks left in the leave year and the number of public holidays remaining in the year.

The formula used to calculate leave is as follows:

$$\frac{\text{Your weekly contracted hours}}{5} \times \text{The Annual Leave/Public Holiday entitlement in days for a full time member of staff for a full year} = \text{Your Annual Leave/Public Holiday entitlement for the year in hours*}$$

Annual leave should be rounded up to the nearest 0.5 decimal point (half hour) as the end of the calculation

There is a ready reckoner to calculate Annual leave and public holiday entitlements at appendix A and B. There is also a ready reckoner available on the intranet [SaTH Intranet - Human Resources Home](#)

7. Flexible Working

The Trust supports flexible working arrangements such as annualised hours, term-time, compressed hours and these will impact on the annual leave and public holiday entitlements

for the employee. To work out their specific entitlements employees should do this in conjunction with their manager but advice can be sought via the People Advisory (HR) Team

for clarification.

8. Part Year Leave Calculations

- 8.1 Your entitlement will be based on the number of weeks worked during the leave year and the number of general public holidays remaining in the current leave year from the date of joining, or the number of general public holidays that have already occurred in the case of a member of staff leaving or a change to hours following flexible working agreements.

To do this the employee and line manager should:

Divide the annual leave entitlement (not including public holidays) for a full year by 52.14 and then multiply this by the number of full weeks the employee will be employed or for the weeks from when the change of hours is applicable.

Do all rounding at end of the calculation the nearest 0.5 decimal point (i.e. the nearest half hour).

Some examples are below:

Example 1 – An employee working full time with over ten years' service would have 247.5 hours annual leave. They only work 12 weeks of the leave year; therefore they are entitled to

$$247.5 / 52.14 * 12 = 56.96$$

They leave on 24th June therefore they are entitled to four public holidays in addition to the annual leave above

$$7.5 * 4 = 30$$

A total leave entitlement of hours from 1st April until their leave date of 24th June, (56.96 + 30 = 86.96 rounded up to 87)

Example 2 – An employee works 25 hours per week, their joining date is 1st January, and they are new to the NHS.

Their annual leave entitlement for a full leave year would be 135 hours (Appendix A). As they started on 1st January, they are entitled to 12.5 weeks of annual leave

$$135 / 52.14 * 12.5 = 32.36$$

For 8 public holidays they would be entitled to 40 hours for a full leave year, however they are only entitled to one (1st January) due to their start date therefore $40 / 8 = 5$

So, the total leave entitlement from joining on 1st January to 31st March will be $32.36 + 5$ hours = 37.36 rounded to 37.5 hours.

- 8.2 For full leave years for part time staff please refer to the ready reckoner in Appendix B as part time staff accrue public holiday entitlement on a pro rata basis.
- 8.3 If an employee leaves the Trust's employment, the leave entitlement should be worked out in the same way as previous examples from the start of the leave year up until the date of leaving. Any outstanding holiday entitlement on leaving, will be paid as part of the final salary payment.
- 8.4 If an employee has taken more than their pro-rata holiday entitlement, or sold back any entitlement, this amount of money will be deducted from their final salary payment. If the amount of holiday taken equates to more money than their final salary payment, they will not receive their final salary payment and a payment plan will need to be established to recover the outstanding amount. Refer to Recovery of Overpayments and Payments of Underpayments – (W43).

Reaching a service anniversary of 5 or 10 years

- 8.5 If an employee passes an anniversary of 5 or 10 years NHS service during the leave year their leave year will have to be recalculated to take this into consideration. The leave year will be worked up of two calculations, for every completed week from the beginning of the leave year until the anniversary of their change in service and then from the date of the increased service (anniversary) to the end of the annual leave calendar year and added together. This would be worked out in the same way as part year leave calculations.

If the employee's anniversary falls mid-week, where the majority of the week falls under one length of NHS service, this is counted as a complete week.

As with all examples the rounding up of the calculation is done at the end when both are added together and is rounded up to the nearest 0.5 decimal point (nearest half hour).

Example 3 – Full time member of staff reaches 10 years' service on 1st July =

13 weeks at 5 years = $217.5 / 52.14 * 13 = 54.22$

39.14 weeks at 10 years = $247.5 / 52.14 * 39.14 = 185.79$

$54.22 + 185.79 = 240.01$ rounded to 240 hours

Public Holiday entitlement is not affected by length of service, so this remains as per the entitlement in Appendix B (60 hours) added to the above figure equates to 300 hours

Flexible working

- 8.6 Leave entitlement is based on the number of hours an employee is contracted for every week. If this changes, leave entitlement for a full year will also change.

The calculation would be worked out based on the number of complete weeks at each different number of hours over the time period worked. All figures are added together to create a full 52.14 weeks' worth of leave.

In these circumstances, where the majority of a week is worked based on a certain number of contracted hours, this counts as a complete week.

Do all rounding at the end of the calculation. Then you can round up to the nearest 0.5 decimal point (i.e. the nearest half hour).

9. General Public Holidays(bank holidays)

There are eight Public Holidays in a normal leave year, although depending on the placement of the Easter holidays this can vary between six and ten. The dates of public holidays can be identified annually by referring to direct.gov.uk. Public holidays fall as follows:

- New Year's Day
- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday
- August Bank Holiday
- Christmas Day
- Boxing Day

For pay purposes, a public holiday starts and ends at midnight. Public holiday payments will be made in accordance with the number of hours worked during this period.

If a ward/department is open on a public holiday, it may not always be able to take the day of a public holiday as leave. An employee may be asked to work on in accordance with their normal working pattern or rota and use their public holiday leave entitlement on another day.

If a ward/department normally closes on public holidays, employees must take that public holiday as paid holiday deducted from their public holiday leave entitlement. A manager may agree with the employee working an alternative day or area and not deduct hours from their entitlement if the service needs support this.

Within e-rostering, public holiday entitlement is added to annual leave entitlement so when a public holiday is taken this should be booked on ESR for the number of hours an employee would normally work that day. For example, if an employee works 7 ½ hours they would deduct 7.5 from their entitlement, if they normally work 8 ½ hours then they would deduct 8.5 hours.

If annual leave was booked on a bank holiday the employee reports in absent, please refer to section 9.4 of the Employee Wellbeing and Attendance Management Policy – W22.

10. Booking Annual Leave

All annual leave requests should be made to the line manager in accordance with the local annual leave request process (paper forms, e-Rostering etc.). Leave request is only approved once the line manager has contacted the employee and authorised it.

- 10.1 For pay purposes, a week is defined as a 7 day period, commencing with a Sunday.
- 10.2 For leave purposes, a week is an employees' contracted weekly hours – so a week off will include working days and normal non-working days. The deduction from employees leave entitlement should be their weekly contracted hours.
- 10.3 Leave requests will need to be approved prior to individuals making arrangement and will be subject to departmental circumstances and work pressures. A ward/department may seek to allocate leave in order to make sure everyone fits their entitlement in over the course of the leave year.
- 10.4 Some wards/departments may have local procedures about this, so employees are advised to check with their line manager.
- 10.5 There is no minimum as annual leave is calculated and taken in hours.
- 10.6 Any requests for annual leave of a duration of 3 or more weeks need to be discussed with your line manager and approval needs to be given by the Head of Service/Department or Matron. Any requests would need to be considered alongside previous similar requests and other employee requests.

10.7 Booking a Week

Regardless of shift patterns if an employee wishes to be absent from work on annual leave for a week, the number of hours deducted from their leave entitlement will equal their weekly contracted hours.

10.8 Booking individual days/less than a full working week

The number of hours recorded should either:-

- Equal the standard shift length for the department/individual (e.g. 11.5 hours for long shift on wards)
- or
- Equal the number of hours the individual would have been rostered to work.

11. Carry Over of Leave between Years

Employees must take the equivalent of at least 28 days holiday (including Public Holidays) each leave year – pro-rated for joiners/leavers within the leave year and for part-time staff. This is the statutory minimum requirement set out in the Working Time Regulations.

- 11.1 Managers are encouraged to discuss annual leave with their staff to try and support as much leave as possible to balance the needs of the service with the employee's wellbeing, allowing for rest and recuperation using their annual leave.
- 11.2 The Trust advocates that employees take all their contractual paid leave entitlement for the year within that year, because it is important for health and wellbeing. In exceptional circumstances an employee may request to carry over annual leave equivalent to their contracted weekly hours into the following leave year. Any hours/days over and above this amount will be subject to loss. It is expected that any carried over leave will be taken as soon as possible in the new leave year, and definitely before the end of June.
- 11.3 Employees must discuss this with their line manager as soon as possible because the overall ward/department roster will be affected. The line manager has the discretion to decide whether they will approve your request to carry leave forward.
- 11.4 The Trust would not expect to see regular requests to carry forward leave.
- 11.5 If an employee has booked annual leave in the final three months of the leave year (January – March) and their manager asks them to cancel it because of the demands of the service, in these circumstances an employee would be entitled to carry over the corresponding amount cancelled.

It would be deemed to be the first annual leave taken in the new leave year and it is expected that it will be used before the end of June.

12. Buying/Selling Annual Leave

Due to financial constraints, this provision has been withdrawn for the financial year 2025/26 and will be reviewed on an annual basis. If there are extenuating circumstances why employees wish to buy or sell leave, then this should be discussed with the line manager.

13. Accruing Annual Leave during Other Types of Leave

- 13.1 There is no entitlement to accrue either the statutory minimum or the contractual annual leave entitlement during extended periods of unpaid leave (i.e. during unpaid leave of one month or longer) with the exception of during unpaid periods of sickness absence,

maternity leave or parental leave). This does not apply to short periods of Special Leave and occasional days of unpaid leave agreed by the manager.

- 13.2 If an employee is on long term sickness absence, they will continue to accrue annual leave entitlement during the first 12 weeks of sickness, after this they will accrue statutory leave only. For further information, please refer to section 9.4.2 of the Employee Wellbeing and Attendance Management policy.

14. Failure to Return from Leave

- 14.1 If, in exceptional circumstances, employees are unable to return from leave on the date agreed, they must contact their line manager as soon as possible to discuss the situation. Depending on the circumstances (flight delay, natural disaster, illness etc.) and expected length of additional absence, the line manager may require employees to take additional leave from their paid leave entitlement or take unpaid leave, time in lieu or special leave. Please refer to the Special Leave Policy (W19).
- 14.2 If employees do not return from leave on the date agreed and do not make contact with their line manager to discuss this, their absence will be treated as unauthorised. It is recognised that in exceptional circumstances contact could be delayed but this is expected to be rare.

15. Unauthorised Absence

- 15.1 If an employee is absent from work without their line manager's permission this would normally be considered to be unauthorised absence, which is a breach of the employee's contract of employment and will usually be regarded as gross misconduct. It may result in disciplinary action being taken against the employee – which could result in the termination of their employment with the Trust. It is recognised that exceptional circumstances may apply however this is expected to be rare.
- 15.2 Employees will not accrue leave entitlement during periods of unauthorised absence and will not be paid for any days/hours where they are on authorised absence.

16. Cancellation of Annual Leave

In *very rare and exceptional circumstances*, the Trust reserves the right to withdraw approval for annual leave should the needs of the service warrant it.

- 16.1 Because it is so unusual, each case must be referred to the People Advisory Team (HR) for advice. Line managers must make every effort to minimise the inconvenience for employees, including reimbursement for any unavoidable documented financial loss incurred in respect of an employee's holiday expenses. The line manager will ensure that the lost annual leave will be available to be taken in full at a later date at a time to be mutually agreed.
- 16.2 If an employee wishes to withdraw a leave application once it has been made/approved, they will need to discuss this with their line manager as soon as possible. The line

manager has the discretion as to whether to agree to the request, taking into account the needs of the service and the effect on the ward/department roster.

17. Support for Staff

17.1 Staff Psychological Service: The Staff Psychology Service is available to support any member of staff who is experiencing emotional distress in relation to a work-related issue. Individuals wanting to access support can refer themselves by emailing: sath.staffpsychology@nhs.net or a manager can refer on their behalf. Information about the service is also available on the intranet: [SaTH Intranet - Staff Psychology Service](#)

17.2 Employees can also seek support from the Trust's Counselling service and Occupational Health as necessary and seek support from People Advisory (HR).

18. Training needs

18.1 All managers are expected to disseminate information in relation to this policy to their staff.

18.2 Managers should seek advice and guidance from HR in relation to briefing and training when involved in the application of this policy.

19. Monitoring and Review

19.1 This document will be reviewed in 3 years of the approval date, or sooner if legislative change dictates otherwise.

20. Equality Impact Assessment Statement (EqIA)

20.1 The Trust is committed to the principles of equality of opportunity in employment for all. This policy will be applied equitably and fairly and aims to ensure that no employee receives less favourable treatment on the grounds of age, gender, ethnicity, religion or belief, disability, marriage, or civil partnership, maternity or pregnancy, sexual orientation, or gender reassignment.

21. Process for Monitoring Compliance

Aspect of compliance or effectiveness being monitored	Monitoring method	Responsibility for monitoring	Frequency of monitoring	Group or Committee that will review the findings and monitor completion of any resulting action plan
Leave arrangements	Information obtained via ESR team	Divisional/ Department areas	Annually at end of Q3	Divisional/Departmental Committee

Annual Leave Entitlement Ready Reckoner

The following table provides a ready reckoner of the paid annual leave entitlement in hours for staff according to their contracted hours and number of complete years' service. The calculation is as set out in question 7.

	On Appointment	After 5 Years' Service	After 10 Years' Service
	27 days	29 days	33 days
Weekly Basic Contracted Hours	Hours Equivalent		
37.5	202.5	217.5	247.5
37	200	215	244.5
36.5	197.5	212	241
36	194.5	209	238
35.5	192	206	234.5
35	189	203	231
34.5	186.5	200.5	228
34	184	197.5	224.5
33.5	181	194.5	221.5
33	178.5	191.5	218
32.5	175.5	188.5	214.5
32	173	186	211.5
31.5	170.5	183	208
31	167.5	180	205
30.5	165	177	201.5
30	162	174	198
29.5	159.5	171.5	195
29	157	168.5	191.5
28.5	154	165.5	188.5
28	151.5	162.5	185
27.5	148.5	159.5	181.5
27	146	157	178.5
26.5	143.5	154	175
26	140.5	151	172
25.5	138	148	168.5
25	135	145	165
24.5	132.5	142.5	162
24	130	139.5	158.5
23.5	127	136.5	155.5
23	124.5	133.5	152
22.5	121.5	130.5	148.5
22	119	128	145.5

Appendix A continued

	On Appointment	After 5 Years Service	After 10 Years Service
Weekly Basic Contracted Hours	27 days	29 days	33 days
	Hours Equivalent		
21.5	116.5	125	142
21	113.5	122	139
20.5	111	119	135.5
20	108	116	132
19.5	105.5	113.5	129
19	103	110.5	125.5
18.5	100	107.5	122.5
18	97.5	104.5	119
17.5	94.5	101.5	115.5
17	92	99	112.5
16.5	89.5	96	109
16	86.5	93	106
15.5	84	90	102.5
15	81	87	99
14.5	78.5	84.5	96
14	76	81.5	92.5
13.5	73	78.5	89.5
13	70.5	75.5	86
12.5	67.5	72.5	82.5
12	65	70	79.5
11.5	62.5	67	76
11	59.5	64	73
10.5	57	61	69.5
10	54	58	66
9.5	51.5	55.5	63
9	49	52.5	59.5
8.5	46	49.5	56.5
8	43.5	46.5	53
7.5	40.5	43.5	49.5
7	38	41	46.5
6.5	35.5	38	43
6	32.5	35	40
5.5	30	32	36.5
5	27	29	33
4.5	24.5	26.5	30
4	22	23.5	26.5
3.5	19	20.5	23.5
3	16.5	17.5	20
2.5	13.5	14.5	16.5
2	11	12	13.5
1.5	8.5	9	10
1	5.5	6	7
0.5	3	3	3.5

Public Holiday Entitlement Ready Reckoner

The following table provides a ready reckoner of the Public Holiday leave entitlement in hours for staff according to their contracted hours. It includes calculations to cover variations in the number of Public Holidays falling within the leave year. The calculation is as set out in question 7.

	Variation on 'normal' number of Public Holidays	Variation on 'normal' number of Public Holidays	Normal' number of Public Holidays	Variation on 'normal' number of Public Holidays	Variation on 'normal' number of Public Holidays
Weekly Basic Contracted Hours	6 days	7 days	8 days	9 days	10 days
	Hours Equivalent				
37.5	45	52.5	60	67.5	75
37	44.5	52	59.5	67	74
36.5	44	51.5	58.5	66	73
36	43.5	50.5	58	65	72
35.5	43	50	57	64	71
35	42	49	56	63	70
34.5	41.5	48.5	55.5	62.5	69
34	41	48	54.5	61.5	68
33.5	40.5	47	54	60.5	67
33	40	46.5	53	59.5	66
32.5	39	45.5	52	58.5	65
32	38.5	45	51.5	58	64
31.5	38	44.5	50.5	57	63
31	37.5	43.5	50	56	62
30.5	37	43	49	55	61
30	36	42	48	54	60
29.5	35.5	41.5	47.5	53.5	59
29	35	41	46.5	52.5	58
28.5	34.5	40	46	51.5	57
28	34	39.5	45	50.5	56
27.5	33	38.5	44	49.5	55
27	32.5	38	43.5	49	54
26.5	32	37.5	42.5	48	53
26	31.5	36.5	42	47	52
25.5	31	36	41	46	51
25	30	35	40	45	50
24.5	29.5	34.5	39.5	44.5	49
24	29	34	38.5	43.5	48
23.5	28.5	33	38	42.5	47
23	28	32.5	37	41.5	46
22.5	27	31.5	36	40.5	45

	Variation on 'normal' number of Public Holidays	Variation on 'normal' number of Public Holidays	Normal' number of Public Holidays	Variation on 'normal' number of Public Holidays	Variation on 'normal' number of Public Holidays
Weekly Basic Contracted Hours	6 days	7 days	8 days	9 days	10 days
	Hours Equivalent				
22	26.5	31	35.5	40	44
21.5	26	30.5	34.5	39	43
21	25.5	29.5	34	38	42
20.5	25	29	33	37	41
20	24	28	32	36	40
19.5	23.5	27.5	31.5	35.5	39
19	23	27	30.5	34.5	38
18.5	22.5	26	30	33.5	37
18	22	25.5	29	32.5	36
17.5	21	24.5	28	31.5	35
17	20.5	23.5	27.5	31	34
16.5	20	23.5	26.5	30	33
16	19.5	22.5	26	29	32
15.5	19	22	25	28	31
15	18	21	24	27	30
14.5	17.5	20.5	23.5	26.5	29
14	17	20	22.5	25.5	28
13.5	16.5	19	22	24.5	27
13	16	18.5	21	23.5	26
12.5	15	17.5	20	22.5	25
12	14.5	17	19.5	22	24
11.5	14	16.5	18.5	21	23
11	13.5	15.5	18	20	22
10.5	13	15	17	19	21
10	12	14	16	18	20
9.5	11.5	13.5	15.5	17.5	19
9	11	13	14.5	16.5	18
8.5	10.5	12	14	15.5	17
8	10	11.5	13	14.5	16
7.5	9	10.5	12	13.5	15
7	8.5	10	11.5	13	14
6.5	8	9.5	10.5	12	13
6	7.5	8.5	10	11	12
5.5	7	8	9	10	11
5	6	7	8	9	10
4.5	5.5	6.5	7.5	8.5	9
4	5	6	6.5	7.5	8
3.5	4.5	5	6	6.5	7
3	4	4.5	5	5.5	6
2.5	3	3.5	4	4.5	5
2	2.5	3	3.5	4	4
1.5	2	2.5	2.5	3	3
1	1.5	1.5	2	2	2
0.5	1	1	1	1	1