



Annual Leave Policy

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1 Introduction

- 1.1** All staff are entitled to a period of paid annual leave and eight bank/general public holidays per annum (pro rata for part-time employees). The individual entitlement is dependent upon the employee's length of service and working hours.
- 1.2** Annual leave is an important part of work life balance; equally the good management of annual leave by the individual and the manager is essential to the health and safety and well-being of the employee and The London Ambulance Service NHS Trust.
- 1.3** The aim of this policy is to provide a consistent and equitable approach to the booking of leave, leave calculation and bank holiday entitlements, which take into account the entitlements and arrangements defined under Agenda for Change terms and conditions.
- 1.4** The Trust is committed to improving work life balance and as such does not expect any staff to fulfil working commitments during periods of annual leave. Annual leave should enable a member of staff to take time away from work to relax and enjoy a break. Staff must not be forced or pressured into fulfilling work commitments during annual leave.
- 1.5** Periods of annual leave will be granted in accordance with any arrangements or leave rosters applying to specific directorates or Departments. Line managers will be able to provide staff with such arrangements.

2 Scope

- 2.1** This Policy applies in full to all employees employed on Agenda for Change terms and conditions.
- 2.2** For staff employed on contracts not covered by the Agenda for Change terms and conditions who subsequently choose to transfer to Agenda for Change terms and conditions, this policy will apply at the date of agreed transfer.

Staff that have TUPE transferred into the service and have yet not harmonised onto LAS terms and conditions, specifically this policy - shall remain contracted to the annual leave policy in which they TUPE transferred with.

Staff not on Agenda for Change terms and conditions are expected to follow the principles and procedures within this document, whilst it is accepted that entitlements may differ

3 Responsibilities

3.1 Line Managers Responsibility

- 3.1.1** To ensure that this policy is applied fairly to all in accordance with the Equality Act 2010.
- 3.1.2** To ensure that employees are made aware of the procedure for requesting annual leave and to ensure that each employee is aware of their own entitlement.
- 3.1.3** To ensure that accurate annual leave records for all employees in their department are maintained.
- 3.1.4** To monitor the uptake of annual leave to ensure that employees are taking regular breaks away from work.
- 3.1.5** To ensure that all leave is planned and structured.
- 3.1.6** To agree requests for annual leave, in line with the exigencies of the service.
- 3.1.7** Managers should endeavour to honour pre-booked leave periods where a working pattern is changed

3.2 Individual Responsibility

- 3.2.1** To ensure that annual leave is planned and requested at regular intervals throughout the leave year.
- 3.2.2** To request annual leave in line with Trust and / or departmental procedures.
- 3.2.3** To obtain approval for leave prior to committing to holiday plans.

3.3 People & Culture Team Responsibilities

- 3.3.1** To provide initial and ongoing support for all managers in dealing with the management of annual leave and general public holidays.
- 3.3.2** To provide advice and support in the application of the policy in individual cases.

4 Leave Year

The annual leave year for all employees runs from their commencement date with the Trust. This is referred to as their Personal Leave Year.

NB for staff who have TUPE'd in they may have a personal leave year that does not match their commencement date with the Trust but this will not be detrimental to the management of their leave

5 Calculation of NHS Service and Reckonable Service

- 5.1** An employee's continuous previous service with an NHS employer, and/or time spent in a relevant role in either a GP Practice or Social Services, counts as reckonable service. Employment with a GP Practice or Social Services will need to be judged on an individual basis to be relevant to NHS employment. The individual will need to provide formal documentary evidence of any relevant, reckonable service.
- 5.2** For the purpose of calculating annual leave entitlement, **all** NHS Service will be aggregated. Therefore, on returning to NHS employment, a previous period or periods of NHS service will be counted towards the employee's entitlement to annual leave.
- 5.3** The Trust will wherever possible verify previous NHS service. However, where it is not possible for the Trust to confirm all NHS service (i.e. previous NHS employer no longer exists) the individual will need to provide some evidence of that period of employment.

6 Entitlement

6.1 General

- 6.1.1** The basic annual leave provisions under Agenda for Change are contained in the table below.
- 6.1.2** Entitlement to annual leave and general public holidays (Bank Holidays) is in accordance with the table below subject to conditions referred to in the Agenda for Change Terms & Conditions of Service Handbook. Annual Leave and Bank Holiday entitlement is calculated in hours.

6.1.3

Length of Service	<u>Annual Leave</u>	General Public Holidays (Bank Holidays)
On appointment	27 Days or 202.5 Hours	8 Days or 60 Hours
After 5 Years Service	29 Days or 217.5 Hours	8 Days or 60 Hours
After 10 Years Service	33 Days or 247.5 Hours	8 Days or 60 Hours

- 6.1.4** The days entitlements outlined in the table above are based on a 7.5 hour working day, excluding unpaid rest break time. If you work standard shifts other than 7.5 hours, excluding meal breaks, then annual leave entitlements should be calculated on an hourly basis as above.
- 6.1.5** Staff not covered by Agenda for Change will be entitled to annual leave as shown in their existing contracts.
- 6.1.6** Employees on term time only contracts and annualised hours contracts will have their leave calculated with regard to their total working hours.
- 6.1.7** Additional time off is accrued for staff who work a normal shift that falls on a bank holiday and is greater than 7.5 hours (excluding meal breaks). Any additional hours worked will be added to the individuals leave entitlement. Note this only applies to core hours – i.e. not overtime.
- 6.1.8** Leave will generally only be taken as complete shifts. However recognising that individuals may occasionally need to take part of a shift off for domestic commitments, up to four half shifts may be taken in any one leave year. This will be part of the overall permissible allowance

6.2 Part Time Staff

- 6.2.1** Employees who work less than full time hours of 37.5 per week will have their annual leave calculated in hours on a pro-rata basis.
- 6.2.2** Part-time employees' bank holiday entitlement shall be added pro rata to their annual leave entitlement, and they shall take bank holidays they would normally work as annual leave.

6.3 Entitlement for Employees with Term Time Contracts

- 6.3.2** It is assumed annual leave will be allocated during the non-term time period as per normal term –term contract practice. Exceptions to this need to be agreed with the line manager.

6.4 Annualised Hours

The annual leave entitlement for employees on annualised hours, forms part of the total number of contracted hours. Staff working more than 7.5 hours (normal hours / not overtime) on any bank holiday - the additional hours will be added to your annual leave allowance.

6.5 Entitlement on changing contracted hours

Where staff change their contracted hours, this will result in a re-calculation of their annual leave entitlement based on completed days on the new and the old contracted hours to give the full year entitlement.

6.6 Entitlement for New Members of Staff

6.6.1 Entitlement in the first year will be pro rata based on the number of **complete days** worked after the date of joining and before the end of the annual leave year.

6.7 Entitlement on Leaving

6.7.1 On cessation of employment with the Trust, staff will be entitled to the pro rata of their annual leave entitlement for each complete day worked in the current year.

6.7.2 Payment will be made for any outstanding annual leave, with a salary calculation made and days / hours counted on the shift pattern the individual will work.

6.7.3 Where total leave taken exceeds the earned total leave entitlement an appropriate deduction will be made from final monies.

6.7.4 it should be noted that contracted hours completed for the pro rata period will be calculated as well as pro rata annual leave. Staff should take note that if they have underworked hours then these hours will need to be deducted from their wages/repaid, and / or offset against any accrued annual leave whereas, if hours are overworked then these will be reimbursed to the employee.

6.8 Death in Service

Where an employee dies in service, an allowance equivalent to the balance of the annual leave entitlement on the date of death, calculated on a proportionate basis shall be paid to the employee's personal representative. No deduction from the final salary payment should be made in respect of annual leave taken in excess of entitlement on the date of death.

7 Payment for Annual Leave

- 7.1** All employees are entitled to their current rate of pay during annual leave for all authorised absence, i.e. what they would have received had they been at work, including unsocial hours and recruitment and retention premium where applicable to the post. Staff submitting claim forms/time sheets will be required to indicate all periods of annual leave.

Compulsory overtime (incidental overtime) and rest breaks payments should be included in the calculation of holiday pay assuming the payments have been made regularly

This payment is made each month in arrears as to when if any incidental overtime has been incurred / claimed and is clearly marked on payslips as a separate element.

- 7.2** Employees who are on paid sick leave, paternity leave, adoption leave and maternity leave will continue to accrue annual leave in accordance with the relevant policies.
- 7.3** Payment at current rate of pay will be made in lieu of annual leave accrued but not taken on termination of employment. Accrual would not continue during a period of unauthorised absence during notice period.
- 7.4** Annual leave pay for the final holiday year on termination of employment will be calculated by dividing the total annual entitlement at the date of leaving by 365 and multiplying this by the number of completed days service in that holiday year. Any fraction thereby achieved will be rounded up to an hour.

8 Arrangements to take Annual Leave

- 8.1** All requests for annual leave should be made on an appropriate 'Annual Leave Request' form or through GRS, always giving one weeks' notice to assist in the management of the service or department. See 8.4 for short term leave requests.
- 8.2** The manager and / or GRS must consider the application taking into account agreed allocation figures. Leave will be agreed to the appropriate % number threshold, and additional leave spaces may be made available if demand (on the Trust/service) allows. The employee will be advised if the leave has been authorised or not.

Leave applications that are declined are to be addressed with the line manager. All applications should be responded to within 48 hours. If the manager cannot authorise the leave, the reasons for refusal will be included on the reply. Where annual spaces become available through cancellation, changes to in-post numbers or team structure, these will be offered to those previously refused in order of time of original request. Managers should retain appropriate records.

Annual Leave must be approved by appropriate managers and taken in accordance with agreed local levels.

8.3

- All Ambulance Service staff including EOC and 111 staff the agreed leave allocation is 15% of in post establishment
- Slots will be allocated to certain skill levels (EOC)
- Slots will be allocated to Earlies, Late's & Night's (Locally agreed by Managers "in partnership with Staff Side reps)
- All other departments please refer to appendix 6

8.4

In circumstances where short notice leave is requested your line manager will have discretion to approve these short notice leave requests. Approval of short notice leave requests will be dependent on both weekly and daily limits and the ability to cover the shift in question. Options to be considered may be spare capacity relief staff, authorised overtime, mutual shift change or a rest day shift swap. Staff and managers are also guided to review the request in line with the [Trusts Special Leave policy](#)

Service demand dependent, managers are encouraged to authorise leave at short notice if the demand for leave has not exceeded 10%.

8.5

In the event that an employee is unable to return from leave on the agreed date they must contact their manager and inform them of the situation. In such circumstances they may be required to take additional paid leave from their leave entitlement or as a last resort, unpaid leave.

Unauthorised leave may be managed in via the Trusts resolution framework.

8.6

All staff should have booked and taken at least 20 days of annual leave in any annual leave year.

9 Carry Over of Annual Leave

9.1

The Trust expects that within the annual leave year, staff will be provided with the opportunity to take all their annual leave.

9.2

As per previous agreements - all ambulance services staff (inc EOC & 111) may carry a maximum of the equivalent of 1/3 of their annual leave entitlement, pro rata for part time staff.

All other staff may carry a maximum of the equivalent of 1/3 of their annual leave entitlement, pro rata for part time staff provided it is booked and agreed prior to the first day of their personnel leave year. Approval of carrying over leave should be an exception, whereby a staff member has been unable to take all their leave allocation due to service demands. The Trust expects staff members to take all their leave in their annual leave year

9.3

Leave may only be drawn forward in exceptional circumstances. This requires written management agreement.

- 9.4** If, due to long term sickness, any member of staff who has not taken their statutory 28 days annual leave (inclusive of Bank Holidays), i.e. any member of staff who has taken less than 28 days leave within the leave year, may request to carry forward statutory annual leave not taken due to long-term sickness, i.e. 28 days minus leave taken, to the following leave year. 28 days is the maximum amount to be carried forward (European Court of Justice ruling January 2009 refers). Staff are unable to carry forward their contractual entitlement (Section 9.2) in addition to the statutory minimum.
- 9.5** The calculation of annual leave entitlements pertaining to all staff is contained in Appendices 1 and 2. Hours have been rounded up or down to the nearest hour.

10 Sickness Occurring During Annual Leave

- 10.1** When an employee is absent through medical/hospital certified sickness during a period of agreed annual leave that leave shall be suspended from the date of the first statement and will be reinstated on return to work.
- 10.2** If an employee falls ill during a period of annual leave and wishes their annual leave to be recorded as sickness, they must comply with the Trust's sickness absence reporting procedure and produce a medical certificate (if the absence exceeds 7 days). In the absence of medical certification the period of absence will continue to be recorded as annual leave.
- 10.3** In accordance with Agenda for Change Terms and Conditions, a member of staff will **not** be entitled to an additional day off if sick on a Bank Holiday that they would otherwise have been required to work as part of their basic week. (refer to Section 9, Carry Over of Leave, above).
- 10.4** Staff on long term sick should be excluded from the allocated from the allocation as detailed in 8.3 where reasonably practical.

11 Extended Period of Annual Leave

- 11.1** There are occasions when a member of staff may wish to or need to take extended periods of annual leave in excess of their entitlement. This must be discussed with the manager. The manager should not unreasonably refuse such requests. However, the manager should seek to ensure that the individual has regular planned annual leave / rest periods throughout the rest of the annual leave year.
- 11.2** The manager and the individual must ensure that the individual does not get 'over tired' whilst saving up their leave entitlement. Any such agreement will depend on the individual and their circumstances.

12 Unpaid Annual Leave

- 12.1** Where an employee has exhausted their entitlement to paid annual leave there may be circumstances when it is appropriate for a manager to allow an individual to take unpaid leave. For example (and this list is not exhaustive):
- To enable the member of staff to take an extended period of annual leave
 - If a member of staff has just started with the Trust, and has a pre-booked holiday for which they would not have enough annual leave entitlement.
- 12.2** Managers and staff should also make reference to the Trust's Employment Break Policy and Employment Break Scheme in the Agenda for Change Terms and Conditions Handbook.
- 12.3** Wherever possible employees wishing to take time off for religious activities should book these times as per annual leave, giving at least one weeks' notice to their line manager/Scheduling Department.
- 12.4** In circumstances where the date of a religious event is only confirmed with short notice, special consideration will be given to the member of staff's application. In this instance, an option for the employee may be to book additional annual leave to cover this with the ability to cancel once a firm date is known.
- 12.5** Employees with long-term religious commitments should review options available to them under the [Trusts Agile Working Guidance](#).

13 Annual Leave and Suspension

Annual leave will be accrued during the period of suspension. Upon return to work the leave entitlement will be reinstated (subject to carry forward agreements above). However, should the suspended employee go away on holiday during the period of suspension, and, therefore, not be available to the Trust, then annual leave would be deducted from the accrued leave.

14 General Public Holidays

Entitlement to Bank Holidays

- 14.1** Please refer to handbook/NHSE guidance - in general all full time staff are entitled to 8 paid Bank Holidays per annum.
- 14.2** In the case of part time staff, this will be a proportionate number of Bank holiday hours based on their basic weekly contracted hours.
- 14.3** The total leave year entitlement is calculated by adding annual leave entitlement to Bank Holiday hours entitlement per year based on a 7.5 hour working day for full time employees (pro rata for part time hours).

- 14.4** On each and every occasion an employee takes paid time off on a bank holiday as part of their basic week, the appropriate deduction of their normal basic working hours for that day will be made from their overall entitlement.
- 14.5** In the case of staff who are **never** required to work on any Bank Holidays that fall on a normal working day, Managers and staff may find it helpful to make the appropriate total Bank Holidays deduction so that the balance of leave entitlement is identified and recorded. Clearly this deduction cannot be made if the employee's working days vary.
- 14.6** There will be some years when **more (or less) than 8** Bank Holidays fall within the leave year because Bank Holidays follow the calendar year and the Easter Bank Holidays can be in March or April. When this situation arises the appropriate hours adjustment, i.e. plus or minus, will be made.

Designated Days

14.7 A General Public Holiday shall be defined as a period of normal duty that state within the period of 24 hours from midnight to midnight.

14.8 The 8 General Public Holidays in the year are:

Christmas Day	Boxing Day	New Year's Day
Good Friday	Easter Monday	
May Day	Spring Bank Holiday	Late Summer

14.9 When a General Public Holiday falls on a Saturday or Sunday, the following Monday or Tuesday is designated as a General Public Holiday for leave purposes. Please refer to National A4C Terms & Conditions.

14.10 Staff required to work or be on-call on a General Public Holiday are entitled to equivalent time to be taken off in lieu at plain time rates in addition to the appropriate payment for the duties undertaken.

14.11 Annual leave allocation during xmas / boxing day & New year will be subject to local arrangements. No overtime can be worked on a allocated leave day during this period.

15 Potential to Sell Annual Leave

15.1 Employees can **request** to sell up to one week's annual leave in each leave year; this will be the equivalent of being paid for the number hours sold / purchased. For example, if 37.5 hours is sold, the leave allocation will be reduced by the 37.5 hours 'sold'. See Appendix 7 for further details.

15.2 Members of the NHS Pension scheme who participate in the selling of annual leave will have the cash value of the annual leave treated on a non- pensionable basis; this cash will be paid as a one-off lump sum and will not be included in the calculation of pension scheme contributions for the relevant pay period

15.3 The payment for annual leave sold is income and therefore subject to the appropriate income tax and NI deductions.

15.4 Where an employee is on long term absence e.g. Long term sickness or maternity, HR advice should be sought prior to approving any application. Where an employee is absent for a period of time and their salary reduces e.g. half pay sickness. Deductions will continue to be taken as long as the employee's income allows it

16 Disputes

In the event of a dispute arising from the annual leave policy, members of staff should first seek the help of the People and Culture team and Staff-Side Representatives to reach agreement; failing that, staff can pursue the Trust's Resolution Framework.

17 Audit & Monitoring

This policy will be reviewed bi-annually under the direction of the Staff Council or amended in the light of new employment legislation and/or relevant case law.

The Trust and staff representatives agree to review this policy in light of National guidance and changes to statute or case law as appropriate.

Appendix 1 – Leave Application Form (Non GRS) Staff

LEAVE APPLICATION FORM

SECTION 1

Department		Location	
Applicant's Name		Date	

I request permission to take the following leave (please tick box)

(a) Annual Leave <input type="checkbox"/>		(b) Special Leave <input type="checkbox"/>
(c) In Lieu of Bank Holiday <input type="checkbox"/>		(d) Flexi <input type="checkbox"/>
(d) or by reason of _____		<input type="checkbox"/>

Dates (inclusive) From: _____ To: _____ No: of Hours

Applicant's Signature:	
Authorised by :	

SECTION 2

For Office Use Only : Section 1 and 2 to be retained on appropriate Central Records

Please tick appropriate boxes

Entitlement Checked: Valid: Yes No
 Recorded: Recommended:

LEAVE ENTITLEMENT:

	Annual Leave	Bank Holiday
Current		
Prior Application		
Balance Now		

Authorised by :

TEAR OFF AND RETURN TO APPLICANT IF REQUIRED

To: _____

Your application for Leave From: _____ To: _____
 HAS/HAS NOT been approved (delete as appropriate) Signed: _____

	Annual Leave	Bank Holiday
Your leave entitlement is:		
Prior to Application you had:		
Your current balance is:		

Appendix 2 – To Calculate Whole Time Equivalent (WTE) for Term Time Only

To be able to calculate the WTE the following information is required:

- Contracted weekly hours **(A)**
- Number of actual weeks worked **(B)**
- Full time annual leave entitlement depending on length of service **(C)**

- | | |
|------------------------------|------------------------|
| I. 1950 – ((27 + 8) x 7 ½) | Under 5 years service |
| II. 1950 – ((29 + 8) x 7 ½) | After 5 years service |
| III. 1950 – ((33 + 8) x 7 ½) | After 10 years service |

This information should then be put into the following formula:

$\frac{\text{Hours worked per week (A)}}{37\frac{1}{2}}$	x	<p style="text-align: center;">Full time hours worked (37½) x Number of weeks worked (B)(e.g. 40)</p> <hr/> <p style="text-align: center;">Total number of hours available to work (52 weeks x 37½) – (Annual leave + general public holidays in hours (C))</p>
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This gives a working formula as follows:

$\frac{(A)}{37\frac{1}{2}}$	x	<p style="text-align: center;">(37½) x (B)</p> <hr/> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">1642½ (C) I</td> <td>Under 5 years service</td> </tr> <tr> <td>1672½ (C) ii</td> <td>After 5 years service</td> </tr> <tr> <td>1687½ (C) iii</td> <td>After 10 years service</td> </tr> </table>	1642½ (C) I	Under 5 years service	1672½ (C) ii	After 5 years service	1687½ (C) iii	After 10 years service
1642½ (C) I	Under 5 years service							
1672½ (C) ii	After 5 years service							
1687½ (C) iii	After 10 years service							

The salary paid to holders of term time only contracts includes a payment for:

1. Hours worked across the defined number of term time weeks
2. Annual leave as appropriate for length of service
3. 8 days general public holidays (pro rata)

Appendix 3 – Form to Record Term Time Only Contract Details

ANNUAL LEAVE POLICY

Form to record Term Time Only contract details

In order to ensure that the correct payment is made to staff on a Term Time Only contract for hours worked, annual leave and general public holidays please supply the following information:

Complete the form below and return it with the **commencement form** or **changes form** when a member of staff is put onto a Term Time Only contract:

- Name of member of staff
- Post Title
- Starting in post
- Department/Location
- Contracted weekly hours =
- Number of actual weeks worked =
- Full time annual leave entitlement based on length of service =
.....

Managers Signature.....

Managers Name.....

Appendix 4 – Annual Leave for Complete Years Exclusive of Bank Holidays

WEEKLY BASIC CONTRACTED HOURS	ON APPOINTMENT	AFTER 5 YEARS SERVICE	AFTER 10 YEARS SERVICE
	27 DAYS	29 DAYS	33 DAYS
HOURS EQUIVALENT:			
37.5	202.5	217.5	247.5
37	199.8	214.6	244.2
36.5	197.1	211.7	240.9
36	194.4	208.8	237.6
35.5	191.7	205.9	234.3
35	189	203	231
34.5	186.3	200.1	227.7
34	183.6	197.2	224.4
33.5	180.9	194.3	221.1
33	178.2	191.4	217.8
32.5	175.5	188.5	214.5
32	172.8	185.6	211.2
31.5	170.1	182.7	207.9
31	167.4	179.8	204.6
30.5	164.7	176.9	201.3
30	162	174	198
29.5	159.3	171.1	194.7
29	156.6	168.2	191.4
28.5	153.9	165.3	188.1
28	151.2	162.4	184.8
27.5	148.5	159.5	181.5
27	145.8	156.6	178.2
26.5	143.1	153.7	174.9
26	140.4	150.8	171.6
25.5	137.7	147.9	168.3
25	135	145	165
24.5	132.3	142.1	161.7
24	129.6	139.2	158.4
23.5	126.9	136.3	155.1
23	124.2	133.4	151.8
22.5	121.5	130.5	148.5
22	118.8	127.6	145.2
21.5	116.1	124.7	141.9
21	113.4	121.8	138.6
20.5	110.7	118.9	135.3
20	108	116	132
19.5	105.3	113.1	128.7
19	102.6	110.2	125.4
18.5	99.9	107.3	122.1
18	97.2	104.4	118.8
17.5	94.5	101.5	115.5

Formula is: Weekly Contracted Hours X No. of Days Entitlement

WEEKLY BASIC CONTRACTED HOURS	ON APPOINTMENT	AFTER 5 YEARS SERVICE	AFTER 10 YEARS SERVICE
	27 DAYS	29 DAYS	33 DAYS
HOURS EQUIVALENT:			
17	91.8	98.6	112.2
16.5	89.1	95.7	108.9
16	86.4	92.8	105.6
15.5	83.7	89.9	102.3
15	81	87	99
14.5	78.3	84.1	95.7
14	75.6	81.2	92.4
13.5	72.9	78.3	89.1
13	70.2	75.4	85.8
12.5	67.5	72.5	82.5
12	64.8	69.6	79.2
11.5	62.1	66.7	75.9
11	59.4	63.8	72.6
10.5	56.7	60.9	69.3
10	54	58	66
9.5	51.3	55.1	62.7
9	48.6	52.2	59.4
8.5	45.9	49.3	56.1
8	43.2	46.4	52.8
7.5	40.5	43.5	49.5
7	37.8	40.6	46.2
6.5	35.1	37.7	42.9
6	32.4	34.8	39.6
5.5	29.7	31.9	36.3
5	27	29	33
4.5	24.3	26.1	29.7
4	21.6	23.2	26.4
3.5	18.9	20.3	23.1
3	16.2	17.4	19.8
2.5	13.5	14.5	16.5
2	10.8	11.6	13.2
1.5	8.1	8.7	9.9
1	5.4	5.8	6.6
0.5	2.7	2.9	3.3

Formula is: $\text{Weekly Contracted Hours} \times \text{No. of Days Entitlement}$



Appendix 5 – Annual Leave Application Process

The following is not an exhaustive list of guidance to the considerations given when authorising annual Leave requests

1. Leave requests should be processed promptly upon their receipt.
2. Overall annual leave granted for the requested period should be reviewed. (GRS Abstraction Report)
3. Overall output for the requested period should be reviewed (Orbit report)
4. Understanding the demand for resourcing for the period requested
5. The number of relief shifts available to cover in order to maintain operational cover.
6. Overall abstractions for the period should be reviewed. (GRS abstractions report)
7. If the leave application is submitted by a member of staff with under one weeks' notice until the date requested the member of staff should inform the manager of the reason for the late application. Managers need to take into consideration fully the nature and reason for that late submission and either authorise it, or consider other alternatives with consultation with the staff member such as a finding an alternative member of staff to undertake the shift with management authorisation.
8. It is best practice that the reason is either noted on the GRS application or via e mail to the manager in order that it is recorded and a response is given in the same format thus providing an audit trail. In exceptional circumstances this written request may have to be done after the event due to the circumstances and very short notice requests FOR
9. If the overall abstraction rate is high for the day / days requested but sufficient cover is available consider changing the shift to a rest day and showing the leave on an alternate day with lower abstraction rate.
10. Leave requests for the Christmas and new year period of forthcoming years should initially be refused with the remark "to be reviewed in September 20.. " unless there are specific requests that have been made, discussed and agreed between the staff member and the Trust. This agreement is subject to change as per local agreement arrangements with staff side reps.
11. In the September of that year the refused leave report in GRS should be run and all refused applications should be processed when preparing the festive period rotas.



Appendix 6 – Local Directorate Annual Leave % Allocation & Notice

Department / Service	Leave Allocation %	Notice Required
People and Culture	15	One week
Finance		
Corporate Governance		
IMT		
Etc		

DRAFT



Appendix 7. Selling Annual Leave

Employee's Name:

Department:

8 digit assignment number:.....

To: < Line Manager >

In accordance with the Trust Annual Leave Policy, I am writing to request to SELLhours/one week's excess annual leave this year. I understand that any adjustment in pay will be made in the month following this request being granted, and the number of hours will be deducted from my annual leave entitlement by my line manager.

Signed: Date:

Authorised by Line Manager, in consultation with Budget Holder:

Line Manager

Signature: Date:

Name:

General Manager/Executive Director

Signature: Date:

Name:

Line Manager to forward completed form directly to Payroll department, copying in the People & Culture team for monitoring purposes and for retention on the Personnel file.

