

# ANNUAL LEAVE POLICY



**With you.  
For you.**



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## **PART 1**

### **HR POLICIES ANNUAL LEAVE**

#### **1. POLICY STATEMENT**

- 1.1 The aim of the Annual Leave Policy is to ensure a uniform and equitable approach to the calculation of annual leave and general public holiday entitlements which take into account the arrangements as defined under NHS Terms and Conditions.

#### **2. PRINCIPLES**

- 2.1 This policy applies to all employees who are employed on NHS Terms and Conditions.
- 2.2 The annual leave period is from 1 April to 31 March.
- 2.3 An employee's annual leave entitlement will be determined by the length of reckonable NHS service with leave entitlements increasing on the completion of 5 and 10 years reckonable NHS service

#### **3. PROCEDURE**

The procedure is set out in Part 2 and should be read in conjunction with the local Clinical Commissioning Group policy and procedure

#### **4. EQUALITY**

- 4.1 In applying this policy, the CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

#### **5. MONITORING & REVIEW**

- 5.1 The policy and procedure will be reviewed periodically. Where review is necessary due to legislative change, this will happen immediately.

## PART 2

### 1.1 Procedure

1.1 The annual leave period is from 1 April to 31 March.

1.2 The annual leave provisions under NHS Terms and Conditions are contained in Table 1 below.

Length of Service	Annual Leave plus general public holidays
On appointment	27 days plus 8 days
After 5 years service	29 days plus 8 days
After 10 years service	33 days plus 8 days

Staff who work part time will receive a pro-rata entitlement.

- 1.3 Annual leave entitlement for part time staff will be calculated in hours, not days. The benefit of this is to ensure that staff who work variable hours or shifts, do not receive either more or less leave than colleagues who work a standard pattern.
- 1.4 Annual leave entitlement is calculated based on contractual hours except in the case of Minimum Hours Contract staff, where actual hours worked will be used for the calculation subject to a maximum of 37.5 hours per week.
- 1.5 The calculation of leave entitlement is shown in Table 2, which includes a calculation for public holidays. Hours shown have been rounded to the nearest half hour.
- 1.6 For staff who work full days, annual leave may only be taken in periods of not less than ½ day.
- 1.7 Full years previous service with an NHS employer, regardless of whether or not there has been a break in service, will count as reckonable service for annual leave.
- 1.8 In order to have previous service regarded as reckonable service, it will be the employee's responsibility to provide formal documentary evidence of any relevant, reckonable service.
- 1.9 On joining the organisation, all staff will be entitled to annual leave plus general public holidays, in the year of joining on a pro rata basis. Entitlement is accrued from the first full month of employment and for the first year is calculated to the end of the annual leave year.
- 1.10 Where employees reach an anniversary of joining the NHS i.e. 5 & 10 years, their annual leave entitlement will increase. The new entitlement will be calculated from the 1<sup>st</sup> day of the month following the anniversary.
- 1.11 Employees are entitled to 8 paid public holidays each year. In the case of part time staff, this entitlement is pro rata to the full time allowance. The calculation of this entitlement is always proportional to the number of basic contracted hours worked. This removes the potential for inequity in cases where staff work varying days.
- 1.12 The public holiday hour's entitlement will be pro rata based on the number of general public holidays remaining in the current leave year from the date of joining.
- 1.13 On each occasion an employee takes paid time off on a public holiday as part of their basic

week, the appropriate deduction of their normal basic hours per day will be made from their overall entitlement.

- 1.14 There will be some years where more or less than 8 public holidays fall in the leave year. When this situation arises, the appropriate hours adjustment will need be made.
- 1.15 It is expected that all employees will be provided with the opportunity to take all their leave within a leave year. In exceptional circumstances, upto 5 days annual leave may be carried over to the following year, with the agreement of the Line Manager and in the following circumstances:-
- i) Where employees are prevented from taking the full allowance of annual leave before the end of the leave year because of business needs.
  - ii) Where employees are prevented from taking annual leave because of sick leave, they will be allowed to carry forward up to 5 days during the following leave year at a time to be mutually agreed.
  - iii) On application and consideration of an individual's personal circumstances subject to the exigencies of the service.
  - iiii) Where an employee has been on long term sick leave, adoption leave or maternity leave they can carry over all annual leave left
- 1.16 An employee falling sick during a period of annual leave or who is absent on sick leave and has pre-booked annual leave should refer to the Absence Management policy.
- 1.17 Where staff change their contracted hours, this will result in a re-calculation of their annual leave entitlement based on completed months on the new and the old contracted hours to give the full year entitlement. Where staff change their contracted hours part way through a month they should not lose entitlement. Therefore, in these cases the entitlement for the first month will be calculated on the basic weekly contracted hours that they predominantly worked for that initial month.
- 1.18 On leaving the organisation, any outstanding annual leave remaining will be paid as will any outstanding general public holiday leave for general public holidays that have occurred in the leave year prior to the leave date. Annual leave entitlement will be calculated to the date of leaving based on completed months of service.
- 1.19 When calculating leave due on leaving the CCG, the figure is not rounded i.e. if the calculation says someone is entitled to 2.66 days leave, that is what they will be paid for.
- 1.20 Where staff leave on 31<sup>st</sup> March they will only be entitled to be paid for up to 5 days leave they may have carried over into the next leave year.
- 1.21 On leaving the organisation any leave taken (including general public holiday entitlement) which is in excess of that which the staff member would have been entitled to (on a pro-rata basis) will be deducted from the final salary payment.

### **Term Time Working**

- 1.22 Where an agreement has been made that staff will work during term time only, holiday entitlement will be calculated based on the average number of hours worked per week across the whole year. The calculation is the number of hours worked multiplied by the number of weeks worked then divided by 52.143 (the number of weeks in a year). This gives the average hours worked per week. The annual leave entitlement is then calculated by taking the average hours per week, divided by the full time equivalent for a week

and then multiplying by the number of days entitlement. Please note that the number of weeks per year used in the examples shown in Appendix 1 may change depending upon the length of the term time.

- 1.23 All annual leave requests must receive management approval, in line with local/departmental arrangements, before being taken. An employee taking annual leave that has not been previously approved may be subject to disciplinary action.
- 1.24 All requests for annual leave should be made to the line manager, in line with local/departmental arrangements, giving as much notice as possible. Employees wishing to take more than 2 weeks leave in any one block should put their request in writing to their manager at least 3 months in advance.
- 1.25 The manager must consider the application taking into account the needs of the service.
- 1.26 The manager will respond to the employee indicating whether the leave has been “approved” or “not approved”. In the event of the leave not being approved the reasons for refusal will be clearly explained.
- 1.27 Employees should not commit themselves to any holiday plans until they have received approval of their holiday requests.
- 1.28 The manager should record the request and update the employee’s Annual Leave Record, in line with local/departmental arrangements.

## **2.0 Sickness and Annual Leave**

- 2.1 Employees still accrue annual leave whilst on sick leave. Therefore, in the event that an employee has remaining annual leave following a period of sickness, reasonable opportunity should be given to allow the employee to take this leave within the same holiday year.
- 2.2 Where an employee is considered long term sick between the months of January and March and annual leave is still outstanding, with no likely return to work date during this period, employees will be given the opportunity to take their annual leave as opposed to sick leave during this period.
- 2.3 If an employee on sick leave does not have the opportunity to take their annual leave entitlement because of illness, within the current holiday year, they may have the opportunity to carry their statutory holiday entitlement (currently 20 days for full time employees) over to the next holiday year. This will only be agreed in exceptional circumstances, by their line manager and any outstanding leave must be taken at the end of the sickness period. Where possible any outstanding holidays should be used as part of any phased return to work plan.
- 2.4 No time in lieu will be given if an employee is off sick on a bank/public holiday.

## **3. EQUALITY**

- 3.1 In applying this policy, the CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation,

in addition to offending background, trade union membership, or any other personal characteristic.

#### **4. MONITORING & REVIEW**

- 4.1 The policy and procedure will be reviewed periodically. Where review is necessary due to legislative change, this will happen immediately.



## Appendix 1

### Example 1

Agreement is made for X to work 37.5 hours per week for 39 weeks per year. X is a new starter entitled to 27 days holiday

Average number of hours worked per week will be  $\frac{37.5 \times 39}{52.143} = 28.05$  per week

Holiday entitlement will be  $28.05/5 \times 27 = 151.5$  hours

General public holiday entitlement will be  $28.05/5 \times 8 = 45$  hours

### Example 2

Agreement is made for Y to work 20 hours per week for 39 weeks per year. Y has 6 years' service and is entitled to 29 days holiday

Average number of hours worked per week will be  $\frac{20 \times 39}{52.143} = 14.96$  per week

Holiday entitlement will be  $14.96/5 \times 29 = 87$  hours

General public holiday entitlement will be  $14.96/5 \times 8 = 24$  hours

- 3.21 Where staff have less than a half day entitlement to annual leave they shall be permitted to supplement the annual leave by the use of flexi-time, so that the outstanding annual leave can be taken.

Appendix 2

**Table 2**

**Annual leave entitlement for complete years inclusive of general public holidays  
For staff on 37.5 hours, one day is equal to 7.5 hours**

Weekly Basic Contracted Hours	Holiday Entitlement with no NHS Service		Holiday Entitlement after 5 years service		Holiday entitlement after 10 years service	
	Annual Leave	General public holiday	Annual Leave	General public holiday	Annual Leave	General public holiday
	27	8	29	8	33	8
	<b>Hours Equivalent</b>					
37.5	202.5	60.0	217.5	60.0	247.5	60.0
37.0	200.0	59.5	215.0	59.5	244.5	59.5
36.5	197.5	58.5	212.0	58.5	241.0	58.5
36.0	194.5	58.0	209.0	58.0	238.0	58.0
35.5	192.0	57.0	206.0	57.0	234.5	57.0
35.0	189.0	56.0	203.0	56.0	231.0	56.0
34.5	186.5	55.5	200.5	55.5	228.0	55.5
34.0	184.0	54.5	197.5	54.5	224.5	54.5
33.5	181.0	54.0	194.5	54.0	221.5	54.0
33.0	178.5	53.0	191.5	53.0	219.0	53.0
32.5	175.5	52.0	188.5	52.0	214.5	52.0
32.0	173.0	51.5	186.0	51.5	211.5	51.5
31.5	170.5	50.5	183.0	50.5	208.0	50.5
31.0	167.5	50.0	180.0	50.0	205.0	50.0
30.5	165.0	49.0	177.0	49.0	201.5	49.0
30.0	162.0	48.0	174.0	48.0	198.0	48.0
29.5	159.5	47.5	171.5	47.5	195.0	47.5
29.0	157.0	46.5	168.5	46.5	191.5	46.5
28.5	154.0	46.0	165.5	46.0	188.5	46.0
28.0	151.5	45.0	162.5	45.0	185.0	45.0
27.5	148.5	44.0	159.5	44.0	181.5	44.0
27.0	146.0	43.5	157.0	43.5	178.5	43.5
26.5	143.5	42.5	154.0	42.5	175.0	42.5
26.0	140.5	42.0	151.0	42.0	172.0	42.0
25.5	138.0	41.0	148.0	41.0	168.5	41.0
25.0	135.0	40.0	145.0	40.0	165.0	40.0
24.5	132.5	39.5	142.5	39.5	162.0	39.5
24.0	130.0	38.5	139.5	38.5	158.5	38.5
23.5	127.0	38.0	136.5	38.0	155.5	38.0
23.0	124.5	37.0	133.5	37.0	152.0	37.0
22.5	121.5	36.0	130.5	36.0	148.5	36.0
22.0	119.0	35.5	128.0	35.5	145.5	35.5
21.5	116.5	34.5	125.0	34.5	142.0	34.5
21.0	113.5	34.0	122.0	34.0	139.0	34.0
20.5	111.0	33.0	119.0	33.0	135.5	33.0
20.0	108.0	32.0	116.0	32.0	132.0	32.0

Weekly Basic Contracte	Holiday Entitlement with no NHS Service		Holiday Entitlement after 5 years service		Holiday entitlement after 10 years service	
	Annual Leave	General public holiday	Annual Leave	General public holiday	Annual Leave	General public holiday
	27	8	29	8	33	8
	<b>Hours Equivalent</b>					
19.5	105.5	31.5	113.5	31.5	129.0	31.5
19.0	103.0	30.5	110.5	30.5	125.5	30.5
18.5	100.0	30.0	107.5	30.0	122.5	30.0
18.0	97.5	29.0	104.5	29.0	119.0	29.0
17.5	94.5	28.0	101.5	28.0	115.5	28.0
17.0	92.0	27.5	99.0	27.5	112.5	27.5
16.5	89.5	26.5	96.0	26.5	109.0	26.5
16.0	86.5	26.0	93.0	26.0	106.0	26.0
15.5	84.0	25.0	90.0	25.0	102.5	25.0
15.0	81.0	24.0	87.0	24.0	99.0	24.0
14.5	78.5	23.5	84.5	23.5	96.0	23.5
14.0	76.0	22.5	81.5	22.5	92.5	22.5
13.5	73.0	22.0	78.5	22.0	89.5	22.0
13.0	70.5	21.0	75.5	21.0	86.0	21.0
12.5	67.5	20.0	72.5	20.0	82.5	20.0
12.0	65.0	19.5	70.0	19.5	79.5	19.5
11.5	62.5	18.5	67.0	18.5	76.0	18.5
11.0	59.5	18.0	64.0	18.0	73.0	18.0
10.5	57.0	17.0	61.0	17.0	69.5	17.0
10.0	54.0	16.0	58.0	16.0	66.0	16.0
9.5	51.5	15.5	55.5	15.5	63.0	15.5
9.0	49.0	14.5	52.5	14.5	59.5	14.5
8.5	46.0	14.0	49.5	14.0	56.5	14.0
8.0	43.5	13.0	46.5	13.0	53.0	13.0
7.5	40.5	12.0	43.5	12.0	49.5	12.0
7.0	38.0	11.5	41.0	11.5	46.5	11.5
6.5	35.5	10.5	38.0	10.5	43.0	10.5
6.0	32.5	10.0	35.0	10.0	40.0	10.0
5.5	30.0	9.0	32.0	9.0	36.5	9.0
5.0	27.0	8.0	29.0	8.0	33.0	8.0
4.5	24.5	7.5	26.5	7.5	30.0	7.5
4.0	22.0	6.5	23.5	6.5	26.5	6.5
3.5	19.0	6.0	20.5	6.0	23.5	6.0
3.0	16.5	5.0	17.5	5.0	20.0	5.0
2.5	13.5	4.0	14.5	4.0	16.5	4.0
2.0	11.0	3.5	12.0	3.5	13.5	3.5
1.5	8.5	2.5	9.0	2.5	10.0	2.5
1.0	5.5	2.0	6.0	2.0	7.0	2.0
0.5	3.0	1.0	3.0	1.0	3.5	1.0

### **Appendix 3 - Equality Analysis Initial Assessment**



Annual Leave EIA

### **Appendix 4 – Annual Leave Form**



Annual Leave card  
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Double click on above icon to download annual leave form