

**Document level:** Trustwide (TW)  
**Code:** HR2.6  
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## Annual Leave and Bank Holiday policy

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Type of document	Policy
Target audience	All CWP staff
Document purpose	The purpose of this policy is to provide managers and employees with guidance on the application and management of all annual leave and bank holiday entitlements

Approving meeting	People and Organisational Development Sub Committee	Date 20-Nov-17
Implementation date	01-Jan-18	

CWP documents to be read in conjunction with	
<a href="#">HR2.14</a>	Maternity, Paternity, Adoption & Shared Parental Leave policy
<a href="#">HR3.3</a>	Disciplinary policy and procedure
<a href="#">HR3.5</a>	Managing attendance policy
<a href="#">HR3.6</a>	Flexible working and special leave policy
<a href="#">HR18</a>	Rostering policy

Document change history	
What is different?	Annual leave is to be accrued from day one of an individual being in post or changing their contracted hours and is to be accrued up to the day an individual leaves the trust.
Appendices / electronic forms	No
What is the impact of change?	Yes, annual leave will be accrued from day one of an individual commencing or changing hours and will be calculated up to the day of leaving in line with legislation.

Training requirements	No - Training requirements for this policy are in accordance with the CWP Training Needs Analysis (TNA) with Education CWP.
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Document consultation	
Clinical Services	Clinical Services Managers
Corporate services	Head of HR, HR Service Partners
External agencies	Agenda for Change terms and conditions of service

Financial resource implications	Yes - due to annual leave accruing per day rather than in full months as is current practice.
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External references	
1. Agenda for Change terms and conditions of service	

Equality Impact Assessment (EIA) - Initial assessment	Yes/No	Comments
Does this document affect one group less or more favourably than another on the basis of:		

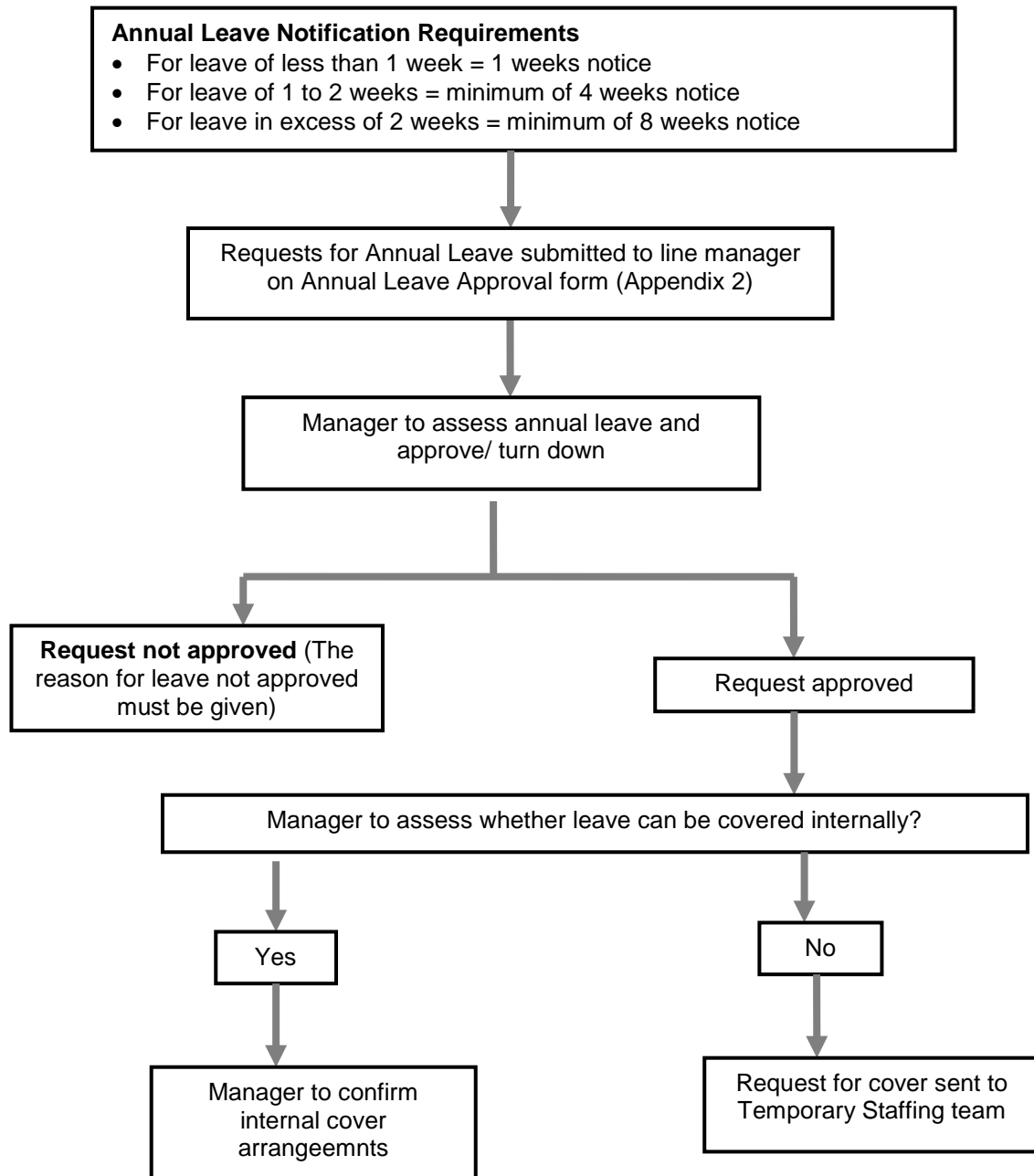
<b>Equality Impact Assessment (EIA) - Initial assessment</b>	<b>Yes/No</b>	<b>Comments</b>
- Race	No	
- Ethnic origins (including gypsies and travellers)	No	
- Nationality	No	
- Gender	No	
- Culture	No	
- Religion or belief	No	
- Sexual orientation including lesbian, gay and bisexual people	No	
- Age	No	
- Disability - learning disabilities, physical disability, sensory impairment and mental health problems	No	
Is there any evidence that some groups are affected differently?	No	
If you have identified potential discrimination, are there any exceptions valid, legal and/or justifiable? N/A		
Is the impact of the document likely to be negative?	No	
- If so can the impact be avoided?	N/A	
- What alternatives are there to achieving the document without the impact?	N/A	
- Can we reduce the impact by taking different action?	N/A	
Where an adverse or negative impact on equality group(s) has been identified during the initial screening process a full EIA assessment should be conducted.		
If you have identified a potential discriminatory impact of this procedural document, please refer it to the human resource department together with any suggestions as to the action required to avoid / reduce this impact. For advice in respect of answering the above questions, please contact the human resource department.		
Was a full impact assessment required?	No	
What is the level of impact?	Low	

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### Quick reference flowchart

For quick reference the guide below is a summary of actions required.



## 1. Introduction

Cheshire and Wirral Partnership NHS Foundation Trust (CWP) is committed to enabling the achievement of good work/life balance within its workforce whilst ensuring the provision of high quality care to patients. This policy ensures that staff are able to apply for and take leave from the workplace in a fair and consistent manner whilst ensuring service delivery. It is expected that leave will be taken in half days or more in any one period. Employees working in rostered areas need to ensure they are adhering to the Roster Policy.

## 2. Policy synopsis

This policy provides managers and employees with guidance on the application and management of all annual leave and bank holiday entitlements to ensure that all staff take adequate rest away from work whilst maintaining the needs of the service.

## 3. Policy statement

Employees should take the full annual entitlement each year and managers should endeavour to ensure that the workloads of employees do not prevent any employee from taking their entitlement to annual leave.

It is the policy of CWP to ensure that the application and management of annual leave and bank holidays entitlements, is applied fairly to all staff irrespective of age, disability, marriage and civil partnership, religion and/or belief, sex, race, gender reassignment, sexual orientation, pregnancy and maternity.

CWP is committed to Improving Working Lives 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. If staff feel pressured into fulfilling work commitments during annual leave they should seek advice from their line manager or next in line manager.

## 4. Scope

This policy applies to all employees working under Agenda for Change terms and conditions of service. Staff in post prior to 1<sup>st</sup> October 2004 who opted out of Agenda for Change refer to Section 7.

This policy is not applicable to bank workers. Bank workers should refer to the Temporary Staffing policy and they will accrue statutory annual leave provision in line with the Working Time Directive.

## 5. Definitions

**Annual Leave** – authorised paid time off provided to employees as part of their employment contract.

**Bank/Public Holidays** – a period of normal duty that starts within a 24 hour period from midnight to midnight but are recognised nationally as statutory holidays per annum (usually eight) determined by the government.

**Contractual Holiday entitlement** – the holiday entitlement given to employees under their contract of employment and terms and conditions of service

**Statutory Holiday entitlement** – legally full time workers are entitled to 28 days or 5.6 weeks annual leave per year inclusive of eight bank holidays pro rata for part time employees

**Long Term Sickness Absence** – a period of continuous absence, certified as ill health, lasting more than four calendar weeks.

**Reckonable Service** – for the purposes of determining annual leave entitlements for long service an employee's total aggregated NHS service (in whole months) is used.

**Suspension** – a period of time whereby a staff member is not in work and still receiving salary at the instruction of the trust, pending the outcome of an investigation

**Unauthorised Absence** – absence from the workplace that has not been agreed, or approved, under the trust’s terms and conditions of employment.

**Authorised Absence** - refers to absence approved by a manager and commonly annual leave, time off in lieu (TOIL), maternity, paternity and reasonable sick leave.

### 6. Annual leave year

The leave year (52 weeks) for all staff groups other than some Medical and Dental staff runs from 1<sup>st</sup> April – 31<sup>st</sup> March. Staff should ensure that they take their full entitlement of annual leave in consultation and agreement with their line manager.

For Medical Staff, including Consultants, the leave year runs from the anniversary date of the medical staff members’ appointment.

### 7. Annual leave entitlements

The trust’s policy is to determine annual leave entitlement in hours rather than days for all staff regardless of whether the employee is full-time or part time. Bank holidays are included pro rata within this total entitlement for all staff. The benefit for all employees in calculating entitlement in hours is that it ensures equity for all by ensuring that staff who work variable hours/shifts do not receive either more or less leave than colleagues who work a more standard 7.5 hours (excluding meal breaks).

**All hours should be rounded up or down to the nearest 0.5 decimal point (i.e. the nearest half hour).**

An employee’s continuous previous service with an NHS employer and some GP practices will count as reckonable service in respect of annual leave (see Section 8).

In addition, any period of time that has been worked in the NHS, regardless of whether or not there has been a break in service, will count as reckonable service for annual leave.

Part-time workers’ bank holiday entitlement shall be added to their annual leave entitlement, and they shall take bank holidays they would normally work as annual leave. Part-time workers will be entitled to paid bank holidays no less than pro-rata to the number of bank holidays for a full time worker, rounded up to the nearest half day, as set out in appendix 1.

**Staff not covered by Agenda for Change Terms and Conditions and who choose to stay on local contracts will be entitled to annual leave as described in their contract and/or local department policy.**

#### 7.1 Entitlements for staff employed on agenda for change terms and conditions

Annual leave entitlements vary for those staff employed on Agenda for Change terms and conditions of employment dependant on length of reckonable service. The table below sets out those entitlements.

Length of service	Annual leave	General public holidays	Total entitlement
On appointment	202.5 hours (27 days)	60 hours (8 days)	262.5 hours (35 days)
After 5 years’ service	217.5 hours (29 days)	60 hours (8 days)	277.5 hours (37 days)
After 10 years’ service	247.5 hours (33 days)	60 hours (8 days)	307.5 hours (41 days)

## 7.2 Entitlement on joining

All new employees will be entitled to annual leave plus statutory bank holidays in the year of joining the organisation, on a pro rata basis.

An employee accumulates annual leave from the first day of their employment. Employees commencing part way through a leave year will therefore receive a pro rata entitlement based on the number of days of the leave year they work which will be inclusive of pro rata bank holidays.

This would therefore be calculated with the following formula:

*The annual leave entitlement for the hours to be worked per week divided by 365 multiplied by the number of days worked from the commencement date.*

E.g. An employee commenced on 18<sup>th</sup> October and works 25 hours per week, they are new to the NHS.

Their annual leave entitlement (plus bank holidays) for the year would be 175 hours (per Appendix 1). Using the formula above the calculation would be as follows:

*175 hours (annual leave entitlement for working 25 hours per week) divided by 365 multiply by 165 (number of days worked) = 79.10 hours, rounded to 79 hours.*

## 7.3 Entitlement on leaving

When an employee leaves the organisation every effort should be made to take any remaining leave prior to leaving. In circumstances where this has not been possible, they are entitled to be paid for any annual leave accrued and not taken. This is calculated pro rata according to the proportion of the leave year which has already expired as at the termination date.

Where leave is owed to the employee, the last working day will be recorded but the termination date will be extended to pay any leave days owing, unless the leave can be taken before.

Where a leaver has taken more annual leave than their entitlement on leaving, all monies owing to the organisation will be deducted from their final salary. If the final salary is not enough to cover the monies owing, the employee will be required to repay these monies.

Annual leave entitlement cannot be carried over to future employers, including NHS employers. All outstanding annual leave entitlement must be taken or will be paid for upon termination.

The line manager must ensure that annual leave calculations are correct and clearly stated on the ESR4 form to show whether or not too much leave has been taken.

### a. 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 the number of days worked in the new and old contracted hours to give the full year entitlement.

The leave therefore needs to be re-calculated using the following formula:

*The annual leave entitlement for the old hours worked divided by 365 multiplied by the number of days worked from the start of the leave year to the date of the change,  
PLUS*

*The annual leave entitlement for the new hours worked divided by 365 multiplied by the number of days worked from the date of the change to the end of the leave year.*

Managers should ensure that an ESR1 or ESR3 form is completed in relation to any change in hours. Where employees transfer between departments it is the line managers responsibility to inform the new manager of how much leave has been taken and any that has already been approved.

An annual leave calculator has been designed to help produce these calculations automatically and can be found on the People Services page of the intranet.

## **8. Calculation of reckonable service**

All verified previous period(s) of NHS service will be aggregated i.e. any period of time that has been worked in the NHS, regardless of whether or not there has been a break in service, will count as reckonable service for annual leave.

The organisation has local discretion to take into account any period of employment outside the NHS where it is judged to be relevant to the new post. Therefore for the purpose of calculating annual leave only consideration may be given for service outside the NHS (including work abroad) taking into account the experience the post holder is transferring into the NHS e.g. a staff nurse formally employed by a private GP practice transferring the skills to work in the NHS.

### **8.1 Non-reckonable service:**

Locum agency, temporary agency and bank service will not count as reckonable service. Time spent on an agreed career break will not count as reckonable service in respect of annual leave. NHS appointed locum service will count as reckonable service.

## **9. Verification of reckonable service**

The organisation will verify as much previous NHS service as possible; for example information may be sought from previous NHS employers including previous verified reckonable service.

Where it is not possible for the organisation to confirm previous NHS service (e.g. a previous NHS employer no longer exists) the individual will need to provide satisfactory documentary evidence of that period of employment. Staff will need to provide satisfactory evidence of any non-NHS reckonable service to their line manager who will verify this and re calculate the annual leave entitlement.

Evidence may include the following:

- Staff Transfer form
- Employment contract and/or payslips
- Pension records
- P60s
- P45s
- Reference from previous line manager

Providing false evidence will be dealt with under the organisation's Disciplinary policy and procedure. The evidence must be verified before the reckonable service can be confirmed and additional annual leave granted.

## **10. Procedure for applying for annual leave**

### **Employees whose shifts are rostered using MAPS Healthroster**

Request for annual leave should be received well in advance of the roster being worked but no later than 8 weeks prior to the roster being worked. No further request will be accepted after this date unless due to exceptional circumstance the managers agrees to waive the timeframe.

If staff rostered wish to change their roster post publication a fair swap should be made with another member of staff of the same grade that meets the service needs and the swap should be approved by the ward/team manager or designated deputy and immediately recorded on the healthroster.

Annual leave is allocated in hours and should be deducted in actual hours taken. E.g. staff working a 3 hour shift week should be allocated 34.5 annual leave hours if that week is taken as leave;

The Ward/team manager, or designated deputy, approves all annual leave;



### **All other employees**

All requests for annual leave should be made on an annual leave request form, as set out in appendix 6 and the annual leave record should be kept up to date. Other types of leave should be noted and agreed on the request form as set out in appendix 7.

It would be expected that at least 1 weeks' notice would be given to line managers for annual leave requests of less than 1 week. Requests of 1 to 2 weeks of annual leave would be submitted to the line manager a minimum of 4 weeks prior to the commencement date of the annual leave being requested. However, these timeframes may be waived by the line manager in exceptional circumstances.

Any request in excess of 2 weeks must be discussed and approved by the line manager well in advance to ensure the adequate and safe level of cover is maintained in all departments in accordance with the needs of the service.

Employees must ensure that all annual leave has been approved by their line manager before they take their annual leave and must not assume their leave request will be authorised as this will depend on the operational service needs and other leave/absence requests within the team

It is expected that the line manager will deal promptly with requests for leave from staff, signing off agreed leave as soon as possible.

Line Managers must approve all annual leave requests in advance of leave being taken and must respond promptly to annual leave requests, usually within 2 weeks of the request being submitted except where there are exceptional circumstances or a contentious leave period. If a leave request cannot be approved this should be discussed with the individual employee at the earliest opportunity to discuss the possibility of any flexibility with their request and keep a record of the decision. Where leave is declined, managers must provide a business rationale, in writing, and give as much notice as possible.

Managers shall respond fairly and equitably to requests for annual leave taking into account the needs of the service.

Employees are responsible for requesting and managing their annual leave in line with the policy and departmental requirements, however, managers should review annual leave for staff to ensure leave is used proportionally across the year.

Once the annual leave has been approved and recorded, the annual leave form should be returned to the employee, indicating the balance of leave remaining.

Where there are conflicting annual leave requests for example during time of high demand such as Christmas and Easter Holidays, to ensure an equitable and consistent approach, managers are advised to consider all requests prior to agreeing leave. It is recommended that the line manager enter into open dialogue with the individuals who have submitted conflicting leave requests to see if some compromise can be reached that still meets the need of all parties. It is dependent on the department or service area as to how many staff can be on leave at the same time. It is the responsibility of the manager to ensure that the service can operate to the usual standard when a number of staff are requesting leave at the same time.

Employees should not commit themselves to any holiday plans until they have received approval from their line manager.

If any employee takes a period of annual leave without prior approval from management then it may be deemed that the employee has taken unauthorised absence and this may be unpaid. It may also be deemed the employee is absent without leave and the trust Disciplinary policy and procedure may be invoked.

## 11. Term time working

Annual leave for staff on term time only contracts is pro rata to the full time entitlement and should be calculated based on the number of hours worked per year proportionate to the basic entitlement.

Term time only is restricted to either 38 or 39 weeks dependent on school setting and whether the inset days are worked. Annual leave for term time staff is incorporated into the annual salary and is calculated in 12 equal monthly payments. This means that the individual cannot take annual leave outside of school holidays.

The method of calculation is based on:

**A** = Actual number of weeks contracted to work per year divided by

**B** = Actual number of weeks in a year (52.143) minus number of weeks annual leave and bank holidays entitled to per year

Multiplied by

**C** = Weekly contracted hours

E.g. An employee who works 37.5 hours for 39 weeks of the year and is entitled to 27 days annual leave plus 8 bank holidays (7 weeks)

**A** = Actual number of weeks contracted to work per year (39) divided by

**B** = Actual number of weeks in a year (52.143) minus number of weeks annual leave and bank holidays entitlement per year (7) = 45.143

Multiplied by

**C** = Weekly contracted hours (37.5)

Therefore:

$39(A) / 45.143(B) * 37.5(C) = 32.41$  hours payable for 52 weeks of the year

A term time calculator has been designed to help produce these calculations automatically and can be found on the People Services page of the intranet.

## 12. Carry over of annual leave

All staff must be enabled to take their full annual leave entitlement during the leave year. There is no automatic right to carry over leave from one year to another. Carry over of annual leave may be considered in exceptional circumstances by the manager. Under these circumstances a maximum of one week may be carried into the next year, pro rata to the number of hours/days per week worked.

Where approved leave has had to be changed to accommodate service needs and it has not been possible to rearrange it in the same leave year this may be carried forward once approved by the manager into the next leave year.

Where carry over of annual leave has been agreed as above, arrangements must be made for this to be taken within the first three months of the annual leave year i.e. before 30<sup>th</sup> June.

## 13. Sickness occurring during annual leave and bank holiday

Employees who fall ill during a period of annual leave may treat the days of illness as sickness absence provided that they notify their manager on their first day of sickness in accordance with the timescales outlined in the managing attendance policy. The employee must provide a medical certificate to support the period of sickness, in this circumstance.

Days of annual leave lost through illness may be re-booked and taken at a later date within the current annual leave year. Those employees who do not provide a medical certificate or fail to follow correct reporting procedures will remain booked as annual leave. It should be noted that the normal rules will apply for the carry-over of annual leave to the following financial year.

Employees will not be entitled to an additional day off if they are sick during a Bank Holiday, in line with Agenda for Change terms and conditions. If sickness does occur on a Bank Holiday, the day should be recorded as sick and the day deducted from the employee's annual leave entitlement.

If an employee fails to follow the procedure for notifying the trust they are sick, their absence will continue to be classified as annual leave, not sick leave.

#### **14. Late return from annual leave**

If for any reason an employee cannot return from annual leave on the agreed date, they must inform their line manager as soon as possible, but before the start of their shift, to provide details of the nature of the problem and the likely date of return. Failure to do so will mean that any extra days not worked will be classed as unauthorised absence and a breach of contract subject to the disciplinary policy and procedure. Where there is a reasonable explanation then the manager may agree that the employee can take additional annual leave, time in lieu or unpaid leave.

#### **15. Annual leave accrual during absences**

##### **i. Sickness Absence**

Where an employee is absent due to sickness during part of the holiday year they will continue to accrue contractual annual leave they are entitled to receive in a leave year. During any periods of long term absence, annual leave will be accrued in line with statutory entitlement.

The exception to this however relates to bank holidays, bank holidays are not accrued during sickness absence. Should an employee be absent from work at the time of a bank holiday then this should be deducted from their annual leave entitlement.

For employees who have not had opportunity to take all of their annual leave in the current year due to long term sickness then consideration will be given to allowing them to carry a proportion of their annual leave as per the relevant legislation.

In considering this additional carry over, consideration must be given to the following points (as set out by legislation);

- Additional carry over cannot be greater than the statutory annual leave entitlement which is 20 days for this purpose
- Any annual leave taken during the annual leave period should be deducted from this 20 day amount
- Consideration should be given as to whether the employee had 'opportunity' to take this annual leave during the annual leave period. If they had opportunity, even prior to a period of unplanned sickness absence, but chose not to take annual leave, then this would be grounds to refuse additional carry over beyond that stipulated in the Trust annual leave policy.
- Statutory annual leave that is carried over can only be used for a maximum period of 18 months from the end of the relevant leave year, after which it will expire.

##### **ii. Maternity/Adoption/Paternity/Parental Leave**

Annual leave entitlement will continue to accrue during maternity, adoption, paternity and parental leave, whether paid or unpaid inclusive of bank holidays. For employees whose leave will take them into the next holiday year, arrangements should be made for them to take leave for the current year before they start their maternity, adoption, paternity or parental leave period. Where this is not possible due to service need, the amount of leave to be carried over should be discussed and agreed between the manager and employee at an early stage and confirmed in writing.

Where an employee is unable to take all of their annual leave entitlement in one leave year due to when their maternity leave falls, they are entitled to carry the remaining leave forward into the next leave year.

If an employee is returning on reduced hours via a flexible working arrangement, accrued annual leave should be used before the flexible working arrangement commences.

### iii. Suspension

During a period of suspension annual leave will continue to accrue. A suspended employee may request to take annual leave in the normal way during a period of suspension and agreement must be given by the suspending officer and line manager before the leave is taken.

Employees will not be entitled to an additional day off if they are suspended during a Bank Holiday.

If an employee is dismissed following a disciplinary hearing any period of suspension should be counted for the purpose of calculating annual leave entitlement.

### iv. Career Breaks

All accrued annual leave must be taken prior to commencement of the career break. No payment in lieu of outstanding leave will be made nor any carry over of leave allowed. Annual leave will not be accrued during a career break.

### 16. Extended period of annual leave

The maximum length of annual leave to be taken consecutively will normally be two weeks, however occasions may arise when an employee wishes or needs to take an extended period annual leave.

Managers should give consideration to any such request and not refuse them unreasonably but must consider the health and wellbeing of employees and seek to ensure that the employee has regular planned annual leave/ time off throughout the rest of the year. Managers will need to clarify the local expectations and procedure in relation to the needs of the service, the amount of notice required and handover issues.

### 17. Working during annual leave

Annual leave provides employees with a chance to recuperate and the trust actively promotes health and wellbeing with staff taking all of their annual leave entitlement within the leave year. Employees should take their health and wellbeing into consideration if they choose to work during this time, either for the trust, an alternative employer or in self-employment.

### 18. Bank holidays

In addition to annual leave entitlement, staff are entitled to eight paid Statutory Bank Holidays.

A Statutory Bank Holiday is defined as a period of normal duty that starts within the period of 24 hours from midnight to midnight on the following days:

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

All employees will be entitled to eight paid Bank Holidays in the leave year which will be calculated (on a pro rata basis for part time employees) in hours. This will then be added to the individuals contractual annual leave entitlement to give the total inclusive annual leave entitlement.

There will be some annual leave years where more or fewer than eight Bank Holidays fall within the leave year because the Easter Bank Holidays can fall in either March or April. In these circumstances the Statutory Bank Holiday entitlement should be increased or reduced accordingly. Appendices 1 – 5 show tables for each of the Bank Holiday scenarios.

Employees who start or leave part way through a leave year will still be entitled to a pro rata of the bank holidays regardless of whether or not they fall within their period of employment.

Where an employee is not rostered as part of their weekly pattern to work a Bank Holiday, then no deduction needs to be made from the individuals total leave entitlement.

If an employee normally works a day on which a Bank Holiday falls but is not required to work e.g. a clinic is closed, they must deduct the hours they would normally have worked on that day from their leave entitlement.

Employees required to work or be on call on a Bank Holiday will be entitled to the equivalent time to be taken off in lieu at plain time rates in addition to the appropriate payment for work undertaken (pro rata for part time employees).

In the case of part time staff, the entitlement is pro rata to the full time allowance of eight days. The calculation of this entitlement is always proportional to the number of basic contracted hours worked. In this way, all staff will receive a fair and equitable, static entitlement rather than one based solely on the normal days of work. Otherwise, this would result in some part time staff never receiving the benefit of a Statutory Bank Holiday unless they fall on their normal days of work. Similarly, this calculation based on the number of basic weekly contracted hours removes any potential for inequity in the case of staff whose working days vary.

*E.g. an employee works 30 hours a week, and would normally work 7.5 hours on a Monday and has over 10 years' service. They are required to work on May Bank Holiday so their leave entitlement remains intact as this day has been worked and not been taken off as leave. If they are not required to work on that Bank Holiday, 7.5 hours will be deducted from their total leave entitlement.*

## **19. Unpaid leave**

There may be circumstances when it is appropriate for a manager to allow an individual to take unpaid leave in addition to annual leave. Requests for unpaid leave should be considered by managers on an individual basis. The flexible working and special leave policy should be consulted to determine if the reason for leave is covered using another leave provision of the trust. Unpaid leave should not be granted to employees until paid annual leave has been exhausted (unless covered by another policy i.e. carers leave, time off for trade union duties etc).

There may, however, be exceptional circumstances where a manager thinks it is appropriate to grant unpaid leave without first exhausting paid annual leave entitlement, such as a newly appointed employee joins the trust with existing leave commitments and has not accrued enough annual leave to cover the planned leave.

Once approval has been given managers must ensure this is recorded appropriately, and the relevant documentation completed to ensure payroll is informed.

If an employee takes unpaid leave without prior authorisation, this would be considered unauthorised absence and may be managed under the trust's disciplinary policy and procedure.

## **20. Death in service**

Where an employee dies in service their annual leave entitlement will be calculated as set out in section 7.5.

Where there are monies owing to the deceased for outstanding annual leave not taken the monies will be payable to their estate.

Where the deceased has taken too much annual leave, the organisation will not seek to recoup this amount.

**Appendix 1 - Agenda for change annual leave entitlement for complete years**  
(inclusive of bank holidays – 8 days = 60 hours)

Weekly basic contracted hours	On appointment	After 5 years service	After 10 years service
	35 days Hours equivalent	37 days Hours equivalent	41 days Hours equivalent
37.5	262.5	277.5	307.5
37.0	259.0	274.0	303.5
36.5	255.5	270.5	299.5
36.0	252.0	266.5	295.5
35.5	248.5	263.0	291.5
35.0	245.0	259.0	287.0
34.5	241.5	255.5	283.0
34.0	238.0	252.0	279.0
33.5	234.5	248.0	275.0
33.0	231.0	244.5	271.0
32.5	227.5	240.5	266.5
32.0	224.0	237.0	262.5
31.5	220.5	233.5	258.5
31.0	217.0	229.5	254.5
30.5	213.5	226.0	250.5
30.0	210.0	222.0	246.0
29.5	206.5	218.5	242.0
29.0	203.0	215.0	238.0
28.5	199.5	211.0	234.0
28.0	196.0	207.5	230.0
27.5	192.5	203.5	225.5
27.0	189.0	200.0	221.5
26.5	185.5	196.5	217.5
26.0	182.0	192.5	213.5
25.5	178.5	189.0	209.5
25.0	175.0	185.0	205.0
24.5	171.5	181.5	201.0
24.0	168.0	178.0	197.0
23.5	164.5	174.0	193.0
23.0	161.0	170.5	189.0
22.5	157.5	166.5	184.5
22.0	154.0	163.0	180.5
21.5	150.5	159.5	176.5
21.0	147.0	155.5	172.5
20.5	143.5	152.0	168.5
20.0	140.0	148.0	164.0
19.5	136.5	144.5	160.0

Formula is weekly contracted hours X No. days entitlement

5

Weekly basic contracted hours	On appointment	After 5 years service	After 10 years service
	35 days Hours equivalent	37 days Hours equivalent	41 days Hours equivalent
19.0	133.0	141.0	156.0
18.5	129.5	137.0	152.0
18.0	126.0	133.5	148.0
17.5	122.5	129.5	143.5
17.0	119.0	126.0	139.5
16.5	115.5	122.5	135.5
16.0	112.0	118.5	131.5
15.5	108.5	115.0	127.5
15.0	105.0	111.0	123.0
14.5	101.5	107.5	119.0
14.0	98.0	104.0	115.0
13.5	94.5	100.0	111.0
13.0	91.0	96.5	107.0
12.5	87.5	92.5	102.5
12.0	84.0	89.0	98.5
11.5	80.5	85.5	94.5
11.0	77.0	81.5	90.5
10.5	73.5	78.0	86.5
10.0	70.0	74.0	82.0
9.5	66.5	70.5	78.0
9.0	63.0	67.0	74.0
8.5	59.5	63.0	70.0
8.0	56.0	59.5	66.0
7.5	52.5	55.5	61.5
7.0	49.0	52.0	57.5
6.5	45.5	48.5	53.5
6.0	42.0	44.5	49.5
5.5	38.5	41.0	45.5
5.0	35.0	37.0	41.0
4.5	31.5	33.5	37.0
4.0	28.0	30.0	33.0
3.5	24.5	26.0	29.0
3.0	21.0	22.5	25.0
2.5	17.5	18.5	20.5
2.0	14.0	15.0	16.5
1.5	10.5	11.5	12.5
1.0	7.0	7.5	8.5
0.5	3.5	4.0	4.5

Formula is  $\frac{\text{weekly contracted hrs} \times \text{No. of days entitlement}}{5}$

**Appendix 2 - Agenda for change annual leave entitlement for complete years**  
(inclusive of bank holidays – 9 days = 67.5 hours)

Weekly basic contracted hours	On appointment	After 5 years service	After 10 years service
	36 days Hours equivalent	38 days Hours equivalent	42 days Hours equivalent
37.5	270.0	285.0	315.0
37.0	266.5	281.5	311.0
36.5	263.0	277.5	307.0
36.0	259.5	274.0	302.5
35.5	256.0	270.0	298.5
35.0	252.0	266.0	294.0
34.5	248.5	262.5	290.0
34.0	245.0	258.5	286.0
33.5	241.5	255.0	281.5
33.0	238.0	251.0	277.5
32.5	234.0	247.0	273.0
32.0	230.5	243.5	269.0
31.5	227.0	239.5	265.0
31.0	223.5	236.0	260.5
30.5	220.0	232.0	256.5
30.0	216.0	228.0	252.0
29.5	212.5	224.5	248.0
29.0	209.0	220.5	244.0
28.5	205.5	217.0	239.5
28.0	202.0	213.0	235.5
27.5	198.0	209.0	231.0
27.0	194.5	205.5	227.0
26.5	191.0	201.5	223.0
26.0	187.5	198.0	218.5
25.5	184.0	194.0	214.5
25.0	180.0	190.0	210.0
24.5	176.5	186.5	206.0
24.0	173.0	182.5	202.0
23.5	169.5	179.0	197.5
23.0	166.0	175.0	193.5
22.5	162.0	171.0	189.0
22.0	158.5	167.5	185.0
21.5	155.0	163.5	181.0
21.0	151.5	160.0	176.5
20.5	148.0	156.0	172.5
20.0	144.0	152.0	168.0
19.5	140.5	148.5	164.0

Formula is weekly contracted hours X No. days entitlement

5



Weekly basic contracted hours	On appointment	After 5 years service	After 10 years service
	36 days Hours equivalent	38 days Hours equivalent	42 days Hours equivalent
19.0	137.0	144.5	160.0
18.5	133.5	141.0	155.5
18.0	130.0	137.0	151.5
17.5	126.0	133.0	147.0
17.0	122.5	129.5	143.0
16.5	119.0	125.5	139.0
16.0	115.5	122.0	134.5
15.5	112.0	118.0	130.5
15.0	108.0	114.0	126.0
14.5	104.5	110.5	122.0
14.0	101.0	106.5	118.0
13.5	97.5	103.0	113.5
13.0	94.0	99.0	109.5
12.5	90.0	95.0	105.0
12.0	86.5	91.5	101.0
11.5	83.0	87.5	97.0
11.0	79.5	84.0	92.5
10.5	76.0	80.0	88.5
10.0	72.0	76.0	84.0
9.5	68.5	72.5	80.0
9.0	65.0	68.5	76.0
8.5	61.5	65.0	71.5
8.0	58.0	61.0	67.5
7.5	54.0	57.0	63.0
7.0	50.5	53.5	59.0
6.5	47.0	49.5	55.0
6.0	43.5	46.0	50.5
5.5	40.0	42.0	46.5
5.0	36.0	38.0	42.0
4.5	32.5	34.5	38.0
4.0	29.0	30.5	34.0
3.5	25.5	27.0	29.5
3.0	22.0	23.0	25.5
2.5	18.0	19.0	21.0
2.0	14.5	15.5	17.0
1.5	11.0	11.5	13.0
1.0	7.5	8.0	8.5
0.5	4.0	4.0	4.5

Formula is  $\frac{\text{weekly contracted hrs} \times \text{No. of days entitlement}}{5}$

**Appendix 3 - Agenda for change annual leave entitlement for complete years**  
(inclusive of bank holidays – 10 days = 75 hours)

Weekly basic contracted hours	On appointment	After 5 years service	After 10 years service
	37 days Hours equivalent	39 days Hours equivalent	43 days Hours equivalent
37.5	277.5	292.5	322.5
37.0	274.0	289.0	318.5
36.5	270.5	285.0	314.0
36.0	266.5	281.0	310.0
35.5	263.0	277.0	305.5
35.0	259.0	273.0	301.0
34.5	255.5	269.5	297.0
34.0	252.0	265.5	292.5
33.5	248.0	261.5	288.5
33.0	244.5	257.5	284.0
32.5	240.5	253.5	279.5
32.0	237.0	250.0	275.5
31.5	233.5	246.0	271.0
31.0	229.5	242.0	267.0
30.5	226	238.0	262.5
30.0	222.0	234.0	258.0
29.5	218.5	230.5	254.0
29.0	215.0	226.5	249.5
28.5	211.0	222.5	245.5
28.0	207.5	218.5	241.0
27.5	203.5	214.5	236.5
27.0	200.0	211.0	232.5
26.5	196.5	207.0	228.0
26.0	192.5	203.0	224.0
25.5	189.0	199.0	219.5
25.0	185.0	195.0	215.0
24.5	181.5	191.5	211.0
24.0	178.0	187.5	206.5
23.5	174.0	183.5	202.5
23.0	170.5	179.5	198.0
22.5	166.5	175.5	193.5
22.0	163.0	172.0	189.5
21.5	159.5	168.0	185.0
21.0	155.5	164.0	181.0
20.5	152.0	160.0	176.5
20.0	148.0	156.0	172.0
19.5	144.5	152.5	168.0

Formula is  $\frac{\text{weekly contracted hours} \times \text{No. days entitlement}}{5}$

5

Weekly basic contracted hours	On appointment	After 5 years service	After 10 years service
	37 days Hours equivalent	39 days Hours equivalent	43 days Hours equivalent
19.0	141.0	148.5	163.5
18.5	137.0	144.5	159.5
18.0	133.5	140.5	155.0
17.5	129.5	136.5	150.5
17.0	126.0	133.0	146.5
16.5	122.5	129.0	142.0
16.0	118.5	125.0	138.0
15.5	115.0	121.0	133.5
15.0	111.0	117.0	129.0
14.5	107.5	113.5	125.0
14.0	104.0	109.5	120.5
13.5	100.0	105.5	116.5
13.0	96.5	101.5	112.0
12.5	92.5	97.5	107.5
12.0	89.0	94.0	103.5
11.5	85.5	90.0	99.0
11.0	81.5	86.0	95.0
10.5	78.0	82.0	90.5
10.0	74.0	78.0	86.0
9.5	70.5	74.5	82.0
9.0	67.0	70.5	77.5
8.5	63.0	66.5	73.5
8.0	59.5	62.5	69.0
7.5	55.5	58.5	64.5
7.0	52.0	55.0	60.5
6.5	48.5	51.0	56.0
6.0	44.5	47.0	52.0
5.5	41.0	43.0	47.5
5.0	37.0	39.0	43.0
4.5	33.5	35.5	39.0
4.0	30.0	31.5	34.5
3.5	26.0	27.5	30.5
3.0	22.5	23.5	26.0
2.5	18.5	19.5	21.5
2.0	15.0	16.0	17.5
1.5	11.5	12.0	13.0
1.0	7.5	8.0	9.0
0.5	4.0	4.0	4.5

Formula is  $\frac{\text{weekly contracted hrs} \times \text{No. of days entitlement}}{5}$

**Appendix 4 - Agenda for change annual leave entitlement for complete years**  
(inclusive of bank holidays – 7 days = 52.5 hours)

Weekly basic contracted hours	On appointment	After 5 years service	After 10 years service
	34 days Hours equivalent	36 days Hours equivalent	40 days Hours equivalent
37.5	255.0	270.0	300.0
37.0	252.0	266.5	296.0
36.5	248.0	263.0	292.0
36.0	245.0	259.5	288.0
35.5	241.5	256.0	284.0
35.0	238.0	252.0	280.0
34.5	235.0	248.5	276.0
34.0	231.5	245.0	272.0
33.5	228.0	241.5	268.0
33.0	224.5	238.0	264.0
32.5	221.0	234.0	260.0
32.0	218.0	230.5	256.0
31.5	214.5	227.0	252.0
31.0	211.0	223.5	248.0
30.5	207.5	220.0	244.0
30.0	204.0	216.0	240.0
29.5	201.0	212.5	236.0
29.0	197.5	209.0	232.0
28.5	194.0	205.5	228.0
28.0	190.5	202.0	224.0
27.5	187.0	198.0	220.0
27.0	184.0	194.5	216.0
26.5	180.5	191.0	212.0
26.0	177.0	187.5	208.0
25.5	173.5	184.0	204.0
25.0	170.0	180.0	200.0
24.5	167.0	176.5	196.0
24.0	163.5	173.0	192.0
23.5	160.0	169.5	188.0
23.0	156.5	166.0	184.0
22.5	153.0	162.0	180.0
22.0	150.0	158.5	176.0
21.5	146.5	155.0	172.0
21.0	143.0	151.5	168.0
20.5	139.5	148.0	164.0
20.0	136.0	144.0	160.0
19.5	133.0	140.5	156.0

Formula is weekly contracted hours X No. days entitlement

5

Weekly basic contracted hours	On appointment	After 5 years service	After 10 years service
	34 days Hours equivalent	36 days Hours equivalent	40 days Hours equivalent
19.0	129.5	137.0	152.0
18.5	126.0	133.5	148.0
18.0	122.5	130.0	144.0
17.5	119.0	126.0	140.0
17.0	116.0	122.5	136.0
16.5	112.5	119.0	132.0
16.0	109.0	115.5	128.0
15.5	105.5	112.0	124.0
15.0	102.0	108.0	120.0
14.5	99.0	104.5	116.0
14.0	95.5	101.0	112.0
13.5	92.0	97.5	108.0
13.0	88.5	94.0	104.0
12.5	85.0	90.0	100.0
12.0	82.0	86.5	96.0
11.5	78.5	83.0	92.0
11.0	75.0	79.5	88.0
10.5	71.5	76.0	84.0
10.0	68.0	72.0	80.0
9.5	65.0	68.5	76.0
9.0	61.5	65.0	72.0
8.5	58.0	61.5	68.0
8.0	54.5	58.0	64.0
7.5	51.0	54.0	60.0
7.0	48.0	50.5	56.0
6.5	44.5	47.0	52.0
6.0	41.0	43.5	48.0
5.5	37.5	40.0	44.0
5.0	34.0	36.0	40.0
4.5	31.0	32.5	36.0
4.0	27.5	29.0	32.0
3.5	24.0	25.5	28.0
3.0	20.5	22.0	24.0
2.5	17.0	18.0	20.0
2.0	14.0	14.5	16.0
1.5	10.5	11.0	12.0
1.0	7.0	7.5	8.0
0.5	3.5	4.0	4.0

Formula is  $\frac{\text{weekly contracted hrs} \times \text{No. of days entitlement}}{5}$

**Appendix 5 - Agenda for change annual leave entitlement for complete years**  
(inclusive of bank holidays – 6 days = 45 hours)

Weekly basic contracted hours	On appointment	After 5 years service	After 10 years service
	33 days Hours equivalent	35 days Hours equivalent	39 days Hours equivalent
37.5	247.5	262.5	292.5
37.0	244.5	259.0	289.0
36.5	241.0	255.5	285.0
36.0	238.0	252.0	281.0
35.5	234.5	248.5	277.0
35.0	231.0	245.0	273.0
34.5	228.0	241.5	269.5
34.0	224.5	238.0	265.5
33.5	221.5	234.5	261.5
33.0	218.0	231.0	257.5
32.5	214.5	227.5	253.5
32.0	211.5	224.0	250.0
31.5	208.0	220.5	246.0
31.0	205.0	217.0	242.0
30.5	201.5	213.5	238.0
30.0	198.0	210.0	234.0
29.5	195.0	206.5	230.5
29.0	191.5	203.0	226.5
28.5	188.5	199.5	222.5
28.0	185.0	196.0	218.5
27.5	181.5	192.5	214.5
27.0	178.5	189.0	211.0
26.5	175.0	185.5	207.0
26.0	172.0	182.0	203.0
25.5	168.5	178.5	199.0
25.0	165.0	175.0	195.0
24.5	162.0	171.5	191.5
24.0	158.5	168.0	187.5
23.5	155.5	164.5	183.5
23.0	152.0	161.0	179.5
22.5	148.5	157.5	175.5
22.0	145.5	154.0	172.0
21.5	142.0	150.5	168.0
21.0	139.0	147.0	164.0
20.5	135.5	143.5	160.0
20.0	132.0	140.0	156.0
19.5	129.0	136.5	152.5

Weekly basic contracted hours	On appointment	After 5 years service	After 10 years service
	33 days Hours equivalent	35 days Hours equivalent	39 days Hours equivalent
19.0	125.0	133.0	148.5
18.5	122.5	129.5	144.5
18.0	119.0	126.0	140.5
17.5	115.5	122.5	136.5
17.0	112.5	119.0	133.0
16.5	109.0	115.5	129.0
16.0	106.0	112.0	125.0
15.5	102.5	108.5	121.0
15.0	99.0	105.0	117.0
14.5	96.0	101.5	113.5
14.0	92.5	98.0	109.5
13.5	89.5	94.5	105.5
13.0	86.0	91.0	101.5
12.5	82.5	87.5	97.5
12.0	79.5	84.0	94.0
11.5	76.0	80.5	90.0
11.0	73.0	77.0	86.0
10.5	69.5	73.5	82.0
10.0	66.0	70.0	78.0
9.5	63.0	66.5	74.5
9.0	59.5	63.0	70.5
8.5	56.5	59.5	66.5
8.0	53.0	56.0	62.5
7.5	49.5	52.5	58.5
7.0	46.5	49.0	55.0
6.5	43.0	45.5	51.0
6.0	40.0	42.0	47.0
5.5	36.5	38.5	43.0
5.0	33.0	35.0	39.0
4.5	30.0	31.5	35.5
4.0	26.5	28.0	31.5
3.5	23.5	24.5	27.5
3.0	20.0	21.0	23.5
2.5	16.5	17.5	19.5
2.0	13.5	14.0	16.0
1.5	10.0	10.5	12.0
1.0	7.0	7.0	8.0
0.5	3.5	3.5	4.0

Formula is  $\frac{\text{weekly contracted hrs} \times \text{No. of days entitlement}}{5}$

**Appendix 6 - Annual leave approval form**

20__ / 20__						
Name		Job title			Grade / Band	
Annual leave - brought forward (hours)		Years' service (aggregated)		Annual leave entitlement (hours)		*Total hours:
First day	Last day	No. of Hours	Balance remaining	Employee's signature	Manager's signature	Date

\* Please note **total hours** includes bank holidays.



