

ANNUAL LEAVE AND BANK HOLIDAY POLICY AND PROCEDURE

Summary

This policy and procedure sets out the guiding principles for ensuring that requests for annual leave (and Bank Holiday leave where applicable) are dealt with in a fair, timely and consistent manner across the Trust. There is an Annual Leave Calculator with guidelines on its use available on the Trust Intranet.

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1. Introduction

- 1.1. The aim of the policy is to provide a consistent and fair approach to the management of annual leave for The Royal Marsden NHS Foundation Trust employees (hereinafter referred to as the Trust).
- 1.2. The Trust believes in providing equity in its services, in treating people fairly and aspiring to create a world class experience where all staff feel valued and respected.
- 1.3. Annual leave is an important part of work-life balance and therefore the Trust will seek to ensure employees are able to take the annual leave to which they are entitled.

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2. Purpose and Scope

- 2.1. The purpose of this Policy and Procedure is to provide a set of guidelines for the application and approval of annual leave requests (and Bank Holiday leave where applicable). It also sets out the rights and responsibilities of managers and employees.
- 2.2. The policy applies to all substantive employees of the Trust, including medical employees. It does not apply to Bank workers.
- 2.3. Although leave entitlement for those who work on Honorary, Joint Appointment or Institute of Cancer Research contracts delivering patient care is determined and managed by a separate employer, the general principles of this policy applies. These individuals, including consultants, must give adequate notice, and cooperate with Trust departmental procedures for booking leave. This will ensure Trust service delivery is maintained.

3. General Principles

- 3.1. The entitlements to annual leave and Bank Holidays are for a pre-determined leave year. The leave year applied by the Trust is from 1st April to 31st March inclusive.
- 3.2. Depending on when Easter falls, there can be between six and ten bank holidays in any one leave year. This should be checked before calculating bank holiday entitlement.
- 3.3. The Trust requires all employees to provide a minimum of 6 weeks advance notice to take annual leave in line with the requirement of HealthRoster approval process. Exceptionally annual leave requested with less than 6 weeks' notice may be agreed by your manager in line with the needs of the service.
- 3.4. Annual leave and Bank Holiday entitlements for part time staff (including term-time and annualised hours) are based on full time provisions but are pro-rata according to basic contractual hours.
- 3.5. Whilst annual leave requests should not be unreasonably refused, all leave requests must be approved (before the period of leave is due to start) taking into account the needs of the service, managers have the right to refuse or delay the request. Managers should wherever possible respond to a request within 10 working days, however, different arrangements will apply for periods where there is high demand i.e. Christmas and Summer Holidays.
- 3.6. In very exceptional circumstance it may be necessary for the Trust to request staff to take annual leave at a specific time. This could be both for planned service closure e.g. if the service faced an unexpected closure. The Trust will always aim to give notice of at least twice the period of leave that an employee is required to take.
- 3.7. Note that 'service' is aggregated NHS service for all employees except for those on Local Trust Grades. This means that all NHS service counts as reckonable service when calculating annual leave even if there has been a break in service (the duration of the break however should not be included in the calculation). The Trust has also agreed that employment in the Institute of Cancer Research and hospices will be considered when calculating service for annual leave entitlement. Satisfactory evidence of service will need to be provided by the employee.

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3.8. Where an employee's entitlement to annual leave increases due to length of service during the year, the additional entitlement, pro-rata for the leave year, will become effective immediately.

3.9. Annual leave entitlements will be rounded to the nearest 0.5 of an hour (nearest 30 minutes).

Annual leave from a future leave year cannot be brought forward to a current leave year.

4. Roles and Responsibilities

4.1. Managers are responsible for:

- Managers should ensure annual leave and Bank Holiday entitlements are calculated correctly and planned well so that the needs of the service are taken into account when considering and approving requests.
- Monitoring annual leave and Bank Holiday leave to ensure that individuals take their entitlement in a planned way and that in doing so, service needs are not compromised
- Creating local procedures for the requesting and taking of annual leave
- Ensuring contingencies are in place to maintain services and appropriate cover arranged where necessary, once leave has been approved
- Contacting the Employee Relations Team for support with complex leave entitlement calculations.

4.2. Employees are responsible for:

- Ensuring that their annual leave is planned throughout the year in co-ordination with their team and with the agreement of their line manager
- Requesting annual leave in a timely manner
- Recognising and accepting that leave may not be granted if insufficient notice is given or if there would be a detrimental impact on the service
- Directing any queries related to leave entitlement to their Line Manager in the first instance
- Providing necessary evidence of NHS service in order to access increased annual leave entitlement at 5 or 10 years.

4.3. Human Resources are responsible for:

- Providing calculation guidance of annual leave entitlement
- Providing access to an electronic annual leave calculator
- Advising managers on complex leave queries.

5. Applications to Take Annual Leave

5.1. All Employees are required to give a minimum of 6 weeks' notice for annual leave requests. The Head of Department or another Senior Manager may agree ad hoc requests with shorter notice on an exception basis.

5.2. Applications to take annual leave must be approved by the designated manager before it is taken. If it is not, the leave will be classified as unauthorised absence and may lead to disciplinary procedures.

5.3. Applications to take annual leave should be made in writing. Healthroster should be used to record annual leave requests and approvals.

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- 5.4. Staff may request annual leave to observe religious holidays or festivals. Managers will sympathetically consider all requests but will need to take into account the needs of the services to be provided and the number of staff requesting the same time off. Where the precise date of a festival is not known and can only be confirmed a few days in advance, staff should indicate the likely date to their manager and make a request for annual leave accordingly. Managers are asked to take a flexible and sensitive attitude to these circumstances and ensure that all staff are treated equally and fairly in regard to their requests.
- 5.5. For other time off for emergencies, please refer to the Special Leave Policy and Procedure available on the Trust Intranet.
- 5.6. Consultants should give at least 2 months notice. This is to ensure appropriate arrangements can be made to cover clinical services and maintain quality of care and patient safety. However, medical staff and consultants may take up to two days of their annual leave without seeking formal permission provided that they give notification beforehand and take responsibility for the arrangement of cover through colleagues for their clinical duties. Failure to follow these guidelines may be considered as a conduct issue which could lead to disciplinary action.

6 Duration and Timing of Paid Annual Leave - Guidance

- 6.1 Employees should not commit to holiday plans (e.g. book or pay for flights) until requests to take annual leave have been applied for and approved by their line manager.
- 6.2 It is recommended to employees who wish to take more than 2 weeks of annual leave in one block that they make their request at least 3 months in advance. For exceptional, one-off lengthy leave requests, as much notice as possible should be given to enable the manager to arrange suitable cover.

7 Approval of Annual Leave Requests – Guidance

- 7.1 Managers approving annual leave will ensure service needs are met and will normally set standards for the maximum number of staff who may be absent from work on annual leave at any one time.
- 7.2. Managers should encourage flexibility and empower staff to co-ordinate their leave with colleagues, particularly around Bank Holidays and Christmas / summer time. Where this cannot be achieved, managers should put a rota system in place to ensure fairness for all staff.
- 7.3. Managers approving annual leave requests should confirm at the earliest opportunity whether approval is given. Generally, this should be no later than 10 days after receiving the request, unless approval from a more senior manager is required.

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8 Annual Leave and Bank Holiday Entitlements

8.1 Agenda for Change

The basic annual leave provisions under Agenda for Change (applicable from 1st October 2004) are:

Length of Service	Annual Leave	General Public Holidays Note: The number of Bank Holidays may vary in each leave year	Total
On appointment	27 days or 202.5 hours	8 days or 60 hours	35 days or 262.5
After 5 Years	29 days or 217.5 hours	8 days or 60 hours	37 days or 277.5 hours
After 10 Years	33 days or 247.5 hours	8 days or 60 hours	41 days or 307.5 hours

8.2. Provisions outlined above are based on employees working full-time, i.e. 5 shifts of 7.5 hours per week, excluding meal breaks. Part-time employees will receive a pro-rata of these entitlements depending on how many hours they work each week.

8.3. Medical and Dental

The basic annual leave provisions and Bank Holiday provisions for staff on medical terms and conditions are:

Grade/Post Title	Annual Leave	General Public Holidays Note: The number of Bank Holidays may vary in each leave year,	Total
Consultants (New 2003 contract) with less than 7 years completed service as a consultant	6 weeks or 30 days or 60 PAs or 240 hours	2 weeks or 8 days + 2 statutory days or 20 PAs or 80 hours	8 weeks or 40 days or 80 PAs or 320 hours
Consultants (New 2003 contract) with 7+ years completed service as a consultant	6.4 weeks or 32 days or 64 PAs or 256 hours	2 weeks or 8 days + 2 statutory days or 20 PAs or 80 hours	8.4 weeks or 42 days or 84 PAs or 336 hours
SpRs on the minimum 1 st or 2 nd incremental pay points	5 weeks or 25 days or 200 hours	2 weeks or 8 days + 2 statutory days or 80 hours	7 weeks or 35 days or 280 hours
SpRs on the 3 rd or higher incremental pay point	6 weeks or 30 days or 240 hours	2 weeks or 8 days + 2 statutory days or 80 hours	8 weeks or 40 days or 320 hours

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Associate Specialists & Specialty Doctors with 2 or more years service or who already qualified for 30 days leave with a previous employer	6 weeks or 30 days or 60 PAs or 240 hours	2 weeks or 8 days + 2 statutory days or 20 PAs or 80 hours	8 weeks or 40 days or 80 PAs or 320 hours
Specialty Doctors, Clinical Fellows, Teaching Fellows and Junior Doctors in training with less than 2 years service	5 weeks or 25 days or 50 PAs or 200 hours	2 weeks or 8 days + 2 statutory days or 20 PAs or 80 hours	7 weeks or 35 days or 70 PAs or 280 hours

8.4. Bank Holiday Entitlement

Employees working full-time hours will be entitled to all public holidays in the leave year. Employees working part-time hours should calculate their entitlement on a pro-rata basis.

9 Entitlements on Joining and Leaving

- 9.1. The Trust will make every effort to meet the needs of new employees in respect of commitments to holidays made prior to the commencement of employment. Managers should ask new members of staff whether they have any booked leave before the employee's start date so they can plan in advance how to accommodate it.
- 9.2. All new employees will be entitled to annual leave plus Bank Holidays in the year of joining the Trust, on a pro-rata basis. All employees terminating their contract before the end of the leave year will be entitled to accrued annual leave and Bank Holidays up to their leave date on a pro-rata basis.

An Annual Leave Calculator is available on the Trust Intranet to help with the calculation of annual leave and Bank Holidays entitlements for employees joining or leaving the Trust. Upon notice of termination of employment with the Trust, any outstanding annual leave and Bank Holiday entitlements should be taken during the employee's period of notice.

Where in exceptional circumstances and at the discretion of the employee's designated manager, the needs of the service necessitate that requests to take paid leave during an employee's period of notice are not approved, the employee shall receive payment in lieu for any leave outstanding. Where, following termination of employment, the amount of annual leave taken during an employee's final leave year exceeds the amount of entitlement accrued at the date of the termination of their employment with the Trust, the Trust shall recover from the employee pay equivalent to the number of days/hours the employee has exceeded their entitlement by. Where possible this will be collected from the employee's final salary. When employees change their contracted hours, this will result in a re-calculation of their annual leave entitlement.

10 Accrual of Annual Leave

- 10.1. Contractual annual leave will continue to accrue during:
- any period of maternity, paternity or adoption leave
 - any period of sick leave
 - periods of *paid* special leave

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10.2. Annual leave will not accrue during:

- an Employment/Career Break
- significant periods of unpaid unauthorised leave i.e., more than 10 days/2 weeks – pro rata for part time staff
- a period of unpaid suspension

11 Carry Over of Annual Leave

- 11.1. The carry over of annual leave from one year to the next should be avoided. Managers are able to approve the carry over of a maximum of 5 working days (pro-rata for part time staff) but only in exceptional circumstances and at their discretion. The employee would need to make this request in writing at least one month before the end of the leave year. The carried over amount would then need to be taken within a month of the new leave year.
- 11.2. Please note that the Trust will not pay for any unused Annual Leave remaining at the end of the leave year.
- 11.3. Staff who have accrued annual leave whilst on long-term sick leave and who will **not** be returning to work before the end of the leave year, are entitled to carry over only the **statutory** amount of annual leave for that year. This is a maximum of 20 days/4 weeks (pro rata for part time workers). Any annual leave already taken **must** be deducted from the maximum 20 days. The leave carried forward must be used within the following leave year. For the current annual leave year Agenda for Change contractual leave entitlement will apply.
- 11.4. Staff who have accrued annual leave while on long-term sick leave but will be returning to work before the end of the leave year, will be required to take their accrued annual leave before the end of the leave year.
- 11.5. The annual leave rules should be applied equally to all staff. Annual leave accrued prior to or during maternity/adoption leave up until the end of the leave year should be taken before you commence your maternity leave dependent on the needs of the service or on your return in agreement with your line manager. For carry over provisions during maternity leave, the Maternity, Adoption and Maternity Support (Paternity) Leave Policy and Procedure available on the Trust Intranet.

12 Paid Work during Periods of Paid Annual Leave

- 12.1. Employees need to ensure they take their full annual leave entitlement within the leave year to support their health and wellbeing.
- 12.2. Employees may not undertake paid work (including bank work) during any periods of statutory leave entitlement (equivalent to 5.6 weeks or 28 days, inclusive of Bank Holidays). This would be on a pro-rata basis for part time employees.
- 12.3. Employees may elect to undertake paid work during periods of contractual annual leave (i.e. leave entitlement after the first 5.6 weeks), through registering for Bank work via the Trust's Temporary Staffing Office. However, it is the employee's responsibility to ensure they do not work unsafe or excessive hours.

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13 Part time employees

- 13.1. Annual leave and Bank Holiday entitlements for part time staff are based on full time provisions but are pro-rata according to basic contractual hours. Part time employees include those that:
- work less than 37.5 hours per week
 - term time only contracts
 - annualised hours contracts
- 13.2. Term time only / annualised hours employees must take their paid leave entitlement during their non-working time and do not need to make any requests to their line manager.
- 13.3. Some employees are contracted to work Term Time Only (TTO) and their annual leave is pro rata to the number of weeks worked in the year.
- 13.4. It is a requirement that TTO employees only take annual leave during the school holidays.
- 13.5. Salary for TTO employees is calculated and paid in 12 equal monthly payments. Salary is an average that consists of the number of hours per week that is worked, the number of weeks in the year that is being worked plus annual leave entitlement accrued during weeks to be worked. Because the number of weeks worked over the year for TTO employees is always less than a full-time employee, all TTO employees are treated as part time so annual leave is pro rata.

14 Sickness During Annual Leave and Bank Holiday

- 16.1 If an employee becomes sick during a period of annual leave the period covered may be treated as sick leave provided that the employee follows their department's procedure for reporting the sickness at the time they fall sick. The employee will also need to provide a 'Statement of Fitness for Work' (in English or translated to English if abroad) completed at the time of becoming ill, confirming the dates they were sick. The annual leave will then be reimbursed. 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.
- 16.2 Employees will not be entitled to an additional day off if they are sick during a public or Bank Holiday, in line with Agenda for Change terms and conditions. If sickness does occur on a public or bank holiday, the day should be recorded as sick and the day deducted from the employees' entitlement.
- 14.1. Whilst on sick leave an employee can request to take their annual leave. Requests need to be made following local procedures. If taking annual leave, managers should arrange for relevant meetings or occupational health appointments to occur on the employees return from annual leave.
- 14.2. For further information related to managing sickness absence please refer to the Managing Sickness Absence Policy.

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15 Unpaid Leave

- 15.1. Requests for unpaid leave should be considered by managers on an individual basis. The Special Leave Policy and Procedure 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.
- 15.2. However, there may be *exceptional circumstances* where a manager thinks it appropriate to grant unpaid leave without first exhausting paid annual leave entitlement. For example, a newly appointed employee joins the Trust with existing leave commitments and not sufficient annual leave entitlement to cover the planned leave period. Note: Unpaid leave period, plus annual leave, must not exceed an employee's total annual leave entitlement for a complete year.
- 15.3. The maximum amount of unpaid leave that would normally be granted in any single leave year is four weeks.
- 15.4. Managers have the discretion to refuse any period of unpaid leave if it is felt that the request will have a detrimental impact on service needs or other team members or if there has been insufficient notice given.
- 15.5. Once approval has been given for an unpaid leave period, managers must ensure this is recorded appropriately, and the relevant documentation is completed to inform Payroll of unpaid leave dates.
- 15.6. If employees take unpaid leave without authorisation, this would be considered unauthorised absence and may be managed under the Trust's disciplinary policy.

16 Other Types of Leave

- 16.1. The Trust aims to support employees' work-life balance with a variety of leave options. This includes options of both paid and unpaid leave. Full details are in the Special Leave Policy and Procedure. For information on other types of leave policies are available on the Trust Intranet.
- Leave for domestic responsibilities, emergency leave, carers leave and parental leave please refer to the Trust's [Special Leave Policy and Procedure](#);
 - For information on sickness absence please refer to the Trust's [Managing Sickness Absence Policy](#);
 - For information on Maternity, Paternity and Adoption Leave please refer to the Trust's [Maternity, Adoption and Maternity Support \(Paternity\) Leave Policy and Procedure](#).
 - For information on leave for Trust Union Duties please refer to the [Time off for Trade Union Duties and Activities Policy](#).

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Appendix 1

ANNUAL LEAVE AND BANK HOLIDAY ENTITLEMENT CALCULATION GUIDE

Summary

The aim of this appendix is to assist managers when calculating paid annual leave and Bank Holiday entitlements for full time and part time staff. Following the guidance will ensure entitlements to paid leave are distributed in an accurate, fair and consistent manner across the Trust and are in line with the employee's terms and conditions of employment.

In addition to this guide, an annual leave and Bank Holiday electronic calculator is available on the Trust Intranet.

1. Annual Leave and Bank Holiday Entitlements - General

1.1 There are electronic annual leave calculators on the Trust's Intranet (please note there is a separate calculator for Leap Years, which needs to be used when the Leave Year ends in a Leap Year). There are separate instruction documents to support usage of these calculators also available in the file.

2. Annual Leave Entitlements for Part Time Staff

2.1 Annual leave and Bank Holiday entitlements for part time staff (including employees on term time and annualised hours) are based on full time provisions but are pro-rata according to basic contractual hours, regardless of the days of the week worked. Note that any employees who do not work the standard 7.5 hours a day, 5 days a week should have their annual leave entitlement and Bank Holiday entitlements converted into hours rather than days for ease of use.

2.2 Please see Appendix 2A and Appendix 2B for hourly Annual Leave and Bank Holidays entitlements for full time and part time staff on Agenda for Change. Please see Appendix 2C and Appendix 2D for hourly Annual Leave and Bank Holiday entitlements for full time and part time medical employees. Alternatively, please use the formulae below:

2.3 The formula to calculate part time annual leave entitlement in hours is:

Total leave in weeks x weekly contracted hours = leave in hours

Example 1: An employee with less than 5 years service who is part time working 20 hours a week will have the following annual leave entitlement for the year:

5.4 weeks (equivalent to 27 days) x 20 hours = 108 hours annual leave

Please note - 1 day = 0.2 of a week

Example 2: An Associate Specialist on the new 2008 contract with more than 2 years service, who is part time working 5 PAs a week (20 hours), will have the following annual leave entitlement for the year, in hours:

6 weeks (equivalent to 30 days) x 20 hours = 120 hours annual leave

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2.4 The same formula can be used to convert Bank Holiday entitlement into hours.

For example, the same employee in paragraph 2.3, example 1 above is entitled to 8 Bank Holidays. The calculation to convert this into hours would be:

1.6 weeks (equivalent to 8 days) = 32 hours of Bank Holiday entitlement

3. Annual Leave for Employees on Term Time Only Contracts

3.1 Employees who work term time only work all their contractual hours during term time and are on annual or unpaid leave during the holidays. Their annual leave entitlement is still based on full time provisions but is pro rata according to the proportion of the year they are contracted to work (39 or 38 weeks for term time).

3.2 Salary for term time only employees is spread evenly over the 12 months of the year. This means there is a difference in the contractual hours that are worked each week and the hours that are paid each week as demonstrated on a payslip - this is necessary to ensure salary is paid in equal instalments and to incorporate annual leave entitlement.

3.3 Annual leave entitlement must be built into the weekly hours total to be paid consistently throughout the year.

3.4 Employees on Term Time Only contracts cannot request to take annual leave during term time. Their leave is taken in school holidays.

3.5 There is a term time only calculator that is on the intranet under 'Other departments and teams/HR/Annual Leave Calculator' folder. This allows managers to determine what weekly hours a term time employee should be paid, including their annual leave entitlement. This information needs to be given to the recruitment team during the recruitment process. There is further guidance on how to use the term time only calculator on the intranet under the HR menu.

3.6 Annual Leave for Employees on Annualised Hours

3.6.1 If an employee is contracted to work annualised hours, salary should be split equally over 12 months. If employees are required to take their annual leave whilst they are not working, this would be the same situation to term time only and the same calculator can be used to determine what the employee should be paid incorporating their leave entitlement.

3.6.2 If an employee can take annual leave during work hours a manager will need to calculate their entitlement. To do so:-

- 1) Determine how many hours the employee will work in the year.
- 2) Divide the total by 52.143 to get the weekly paid hours for equal salary.
- 3) Calculate the leave based on the weekly hours that are being paid. This will be part time work and the appendices in this guide can be used to determine the pro rata entitlement or the electronic calculator found on the intranet.

4. General Public Holidays ("Bank Holidays")

4.1 A Bank Holiday is defined as a period of 24 hours from midnight to midnight.

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- 4.2 Employees are normally entitled to eight Bank Holidays in the leave year as paid leave. However, please note the number of Bank Holidays may vary in each leave year, usually due to the timing of Easter. Part time workers shall have a pro rata entitlement to the number of bank holidays for the year based on their contracted hours.
- 4.3 Any staff who are part time or do NOT work 7.5-hour days over 5 days should calculate their leave entitlement for the year in hours, combining their annual leave entitlement and their bank holiday leave entitlement into one inclusive total leave entitlement for the year.
- 4.4 Where one inclusive leave entitlement is used, staff whose normal working day is a bank holiday but who do not work on the Bank Holiday (either because their department is closed or because they have taken it off as leave) shall deduct their normal working hours for that day from their overall inclusive leave entitlement calculated in hours for the year.
- 4.5 Employees who work on a Bank Holiday may be required to take paid leave equivalent to their working hours on the day the Bank Holiday fell, within one month following the date of the Bank Holiday.

5. Entitlements on joining and leaving

- 5.1 There is an electronic annual leave and Bank Holiday calculator on the Intranet under that can calculate entitlements for joiners and leavers.
- 5.2 Any employee of the Trust, whose employment commences after the start of the leave year, shall receive pro-rata annual leave entitlement for the remainder of the leave year. This is calculated by multiplying the yearly annual leave entitlement by the proportion of the leave year which is remaining. Employees will also be entitled to any Bank Holidays remaining for that leave year (pro-rata for part time staff). Please see Appendix 2E for working examples of this.
- 5.3 Any employee of the Trust, who terminates their contract of employment before the end of the leave year, is entitled to annual leave accrued up to their leave date. This is done by multiplying the yearly annual leave entitlement by the proportion of the leave year which has already expired and subtracting the number of annual leave days already taken in that leave year from the annual leave entitlement. Bank Holidays that occur between 1st April and their last day of employment with the Trust should be taken into account (pro-rata for part time staff). Please see Appendix 2F for working examples of this.

6. Entitlement on Changing Contractual Hours

- 6.1 Where staff change their contractual hours, their annual leave entitlement will be re-calculated from the effective date, taking into account the new contractual hours to give the full year entitlement. The leave already taken under the old contracted hours must be calculated and deducted from the annual entitlement.

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Appendix 2A

**Hourly Annual Leave Entitlement (Exclusive of Bank Holidays)
for Employees on AfC**

Formula is: $\frac{\text{Weekly Contractual Hrs} \times \text{No. of Days Entitlement}}{5}$

WEEKLY BASIC CONTRACTUAL HOURS	ON APPOINTMENT	AFTER 5 YEARS SERVICE	AFTER 10 YEARS SERVICE
	27 DAYS	29 DAYS	33 DAYS
	HOURLY ANNUAL LEAVE ENTITLEMENT		
37.5	202.5	217.5	247.5
37.0	200.0	214.5	244.0
36.5	197.0	211.5	241.0
36.0	194.5	209.0	237.5
35.5	191.5	206.0	234.5
35.0	189.0	203.0	231.0
34.5	186.5	200.0	227.5
34.0	183.5	197.0	224.5
33.5	181.0	194.5	221.0
33.0	178.0	191.5	218.0
32.5	175.5	188.5	214.5
32.0	173.0	185.5	211.0
31.5	170.0	182.5	208.0
31.0	167.5	180.0	204.5
30.5	164.5	177.0	201.5
30.0	162.0	174.0	198.0
29.5	159.5	171.0	194.5
29.0	156.5	168.0	191.5
28.5	154.0	165.5	188.0
28.0	151.0	162.5	185.0
27.5	148.5	159.5	181.5
27.0	146.0	156.5	178.0
26.5	143.0	153.5	175.0
26.0	140.5	151.0	171.5
25.5	137.5	148.0	168.5
25.0	135.0	145.0	165.0
24.5	132.5	142.0	161.5
24.0	129.5	139.0	158.5
23.5	127.0	136.5	155.0
23.0	124.0	133.5	152.0
22.5	121.5	130.5	148.5
22.0	119.0	127.5	145.0
21.5	116.0	124.5	142.0
21.0	113.5	122.0	138.5
20.5	110.5	119.0	135.5
20.0	108.0	116.0	132.0
19.5	105.5	113.0	128.5

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Appendix 2A (cont.)

**Hourly Annual Leave Entitlement (Exclusive of Bank Holidays)
for Employees on AfC – continued**

WEEKLY BASIC CONTRACTUAL HOURS	ON APPOINTMENT	AFTER 5 YEARS SERVICE	AFTER 10 YEARS SERVICE
	27 DAYS	29 DAYS	33 DAYS
	HOURLY ANNUAL LEAVE ENTITLEMENT		
19.0	102.5	110.0	125.5
18.5	100.0	107.5	122.0
18.0	97.0	104.5	119.0
17.5	94.5	101.5	115.5
17.0	92.0	98.5	112.0
16.5	89.0	95.5	109.0
16.0	86.5	93.0	105.5
15.5	83.5	90.0	102.5
15.0	81.0	87.0	99.0
14.5	78.5	84.0	95.5
14.0	75.5	81.0	92.5
13.5	73.0	78.5	89.0
13.0	70.0	75.5	86.0
12.5	67.5	72.5	82.5
12.0	65.0	69.5	79.0
11.5	62.0	66.5	76.0
11.0	59.5	64.0	72.5
10.5	56.5	61.0	69.5
10.0	54.0	58.0	66.0
9.5	51.5	55.0	62.5
9.0	48.5	52.0	59.5
8.5	46.0	49.5	56.0
8.0	43.0	46.5	53.0
7.5	40.5	43.5	49.5
7.0	38.0	40.5	46.0
6.5	35.0	37.5	43.0
6.0	32.5	35.0	39.5
5.5	29.5	32.0	36.5
5.0	27.0	29.0	33.0
4.5	24.5	26.0	29.5
4.0	21.5	23.0	26.5
3.5	19.0	20.5	23.0
3.0	16.0	17.5	20.0
2.5	13.5	14.5	16.5
2.0	11.0	11.5	13.0
1.5	8.0	8.5	10.0
1.0	5.5	6.0	6.5
0.5	2.5	3.0	3.5

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Appendix 2B**Annual General Public Holiday/ Bank Holiday Entitlement for Employees on AfC,
in Hours**

Formula is: $\frac{\text{Weekly Contractual Hrs} \times \text{No. of Days Entitlement}}{5}$

WEEKLY BASIC CONTRACTUAL HOURS	HOURLY ANNUAL BANK HOLIDAY ENTITLEMENT Number of Bank Holidays in the Leave year*				
	6	7	8	9	10
37.5	45.0	52.5	60.0	67.5	75.0
37.0	44.5	52.0	59.0	66.5	74.0
36.5	45.0	51.0	58.5	65.5	73.0
36.0	43.0	50.5	57.5	65.0	72.0
35.5	42.5	50.0	57.0	64.0	71.0
35.0	42.0	49.0	56.0	63.0	70.0
34.5	41.5	48.0	55.0	62.0	69.0
34.0	41.0	47.5	54.5	61.0	68.0
33.5	40.0	47.0	53.5	60.5	67.0
33.0	39.5	46.0	53.0	59.5	66.0
32.5	39.0	45.5	52.0	58.5	65.0
32.0	38.5	45.0	51.0	57.5	64.0
31.5	38.0	44.0	50.5	56.5	63.0
31.0	37.0	43.5	49.5	56.0	62.0
30.5	36.5	43.0	49.0	55.0	61.0
30.0	36.0	42.0	48.0	54.0	60.0
29.5	35.5	41.5	47.0	53.0	59.0
29.0	35.0	40.5	46.5	52.0	58.0
28.5	34.0	40.0	45.5	51.5	57.0
28.0	33.5	39.0	45.0	50.5	56.0
27.5	33.0	38.5	44.0	49.5	55.0
27.0	32.5	38.0	43.0	48.5	54.0
26.5	32.0	37.0	42.5	47.5	53.0
26.0	31.0	36.5	41.5	47.0	52.0
25.5	30.5	36.0	41.0	46.0	51.0
25.0	30.0	35.0	40.0	45.0	50.0
24.5	29.5	34.5	39.0	44.0	49.0
24.0	29.0	33.5	38.5	43.0	48.0
23.5	28.0	33.0	37.5	42.5	47.0
23.0	27.5	32.0	37.0	41.5	46.0
22.5	27.0	31.5	36.0	40.5	45.0
22.0	26.5	31.0	35.0	39.5	44.0
21.5	26.0	30.0	34.5	38.5	43.0
21.0	25.0	29.5	33.5	38.0	42.0
20.5	24.5	29.0	33.0	37.0	41.0
20.0	24.0	28.0	32.0	36.0	40.0
19.5	23.5	27.5	31.0	35.0	39.0

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Annual General Public Holiday/ Bank Holiday Entitlement for Employees on AfC,
in Hours – continued

WEEKLY BASIC CONTRACTUAL HOURS	HOURLY ANNUAL BANK HOLIDAY ENTITLEMENT Number of Bank Holidays in the Leave year*				
	6	7	8	9	10
19.0	23.0	26.5	30.5	34.0	38.0
18.5	22.0	26.0	29.5	33.5	37.0
18.0	21.5	25.0	29.0	32.5	36.0
17.5	21.0	24.5	28.0	31.5	35.0
17.0	20.5	24.0	27.0	30.5	34.0
16.5	20.0	23.0	26.5	29.5	33.0
16.0	19.0	22.5	25.5	29.0	32.0
15.5	18.5	21.5	25.0	28.0	31.0
15.0	18.0	21.0	24.0	27.0	30.0
14.5	17.5	20.0	23.0	26.0	29.0
14.0	17.0	19.5	22.5	25.0	28.0
13.5	16.0	19.0	21.5	24.5	27.0
13.0	15.5	18.0	21.0	23.5	26.0
12.5	15.0	17.5	20.0	22.5	25.0
12.0	14.5	17.0	19.0	21.5	24.0
11.5	14.0	16.0	18.5	20.5	23.0
11.0	13.0	15.5	17.5	20.0	22.0
10.5	12.5	14.5	17.0	19.0	21.0
10.0	12.0	14.0	16.0	18.0	20.0
9.5	11.5	13.5	15.0	17.0	19.0
9.0	11.0	12.5	14.5	16.0	18.0
8.5	10.0	12.0	13.5	15.5	17.0
8.0	9.5	11.0	13.0	14.4	16.0
7.5	9.0	10.5	12.0	13.5	15.0
7.0	8.5	10.0	11.0	12.5	14.0
6.5	8.0	9.0	10.5	11.5	13.0
6.0	7.0	8.5	9.5	11.0	12.0
5.5	6.5	7.5	9.0	10.0	11.0
5.0	6.0	7.0	8.0	9.0	10.0
4.5	5.5	6.5	7.0	8.0	9.0
4.0	5.0	5.5	6.5	7.0	8.0
3.5	4.0	5.0	5.5	6.5	7.0
3.0	3.5	4.0	5.0	5.5	6.0
2.5	3.0	3.5	4.0	4.5	5.0
2.0	2.5	3.0	3.0	3.5	4.0
1.5	2.0	2.0	2.5	2.5	3.0
1.0	1.0	1.5	1.5	2.0	2.0

* Please note the number of Bank Holidays varies depending on the leave year. Employees are entitled to all Bank Holidays within a leave year as paid leave.

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Appendix 2C

Hourly Annual Leave Entitlement (Exclusive of Bank Holidays) for Medical Staff

Formula is: $\frac{\text{Weekly Contractual Hrs}}{5} \times \text{No. of Days Entitlement}$

Weekly Basic Contractual Hours (PAs)	Hourly Annual Leave Entitlement		
	A*	B*	C*
40 (10)	200.0	240.0	256.0
36 (9)	180.0	216.0	230.5
32 (8)	160.0	192.0	205.0
28 (7)	140.0	168.0	179.0
24 (6)	120.0	144.0	153.5
20 (5)	100.0	120.0	128.0
16 (4)	80.0	96.0	102.5
12 (3)	60.0	72.0	77.0
8 (2)	40.0	48.0	51.0
4 (1)	20.0	24.0	25.5

Category	Full time Entitlement	Grade/ Post Title
A*	5 weeks 25 days 50 PAs 200 hours	<ul style="list-style-type: none"> SpRs on the minimum 1st or 2nd incremental pay points Specialty Doctors, Clinical Fellows, Teaching Fellows and Junior Doctors in training with less than two years' service
B*	6 weeks 30 days 60 Sessions/ PAs 240 hours	<ul style="list-style-type: none"> Consultants (pre 2003 contract) Consultants (new 2003 contract) with less than 7 years completed service as a consultant SpRs on the 3rd or higher incremental pay point Associate Specialists & Specialty Doctors with two or more years' service or who already qualified for 30 days leave with a previous employer
C*	6.4 weeks 32 days 64 PAs 256 hours	<ul style="list-style-type: none"> Consultants (New 2003 contract) with 7+ years completed service as a consultant

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Appendix 2D**Annual General Public Holiday/ Bank Holiday Entitlement for Medical Employees**

Formula is:
$$\frac{\text{Weekly Contractual Hrs} \times \text{No. of Days Entitlement}}{5}$$

Please note: Medical employees are entitled to all Bank Holidays as paid leave plus two extra statutory days

Hourly Bank Holiday Leave Entitlement						
Weekly Basic Contractual Hours (Sessions/PAs)	Number of Bank Holidays in the Leave Year*					
	6	7	8	9	10	+ 2 days
40 (10)	48.0	56.0	64.0	72.0	80.0	16.0
36 (9)	43.0	50.5	57.5	65.0	72.0	14.5
32 (8)	38.5	45.0	51.0	57.5	64.0	13.0
28 (7)	33.5	39.0	45.0	50.5	56.0	11.0
24 (6)	29.0	33.5	38.5	43.0	48.0	9.5
20 (5)	24.0	28.0	32.0	36.0	40.0	8.0
16 (4)	19.0	22.5	25.5	29.0	32.0	6.5
12 (3)	14.5	17.0	19.0	21.5	24.0	5.0
8 (2)	9.5	11.0	13.0	14.5	16.0	3.0
4 (1)	5.0	5.5	6.5	7.0	8.0	1.5

* Please note the number of Bank Holidays varies depending on the leave year. Employees are entitled to all Bank Holidays within a leave year as paid leave.

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Appendix 2E

Calculating Annual Leave and Bank Holiday Entitlements for Employees Joining the Trust

Example: A new starter joined the Trust on the 15th June 2009 and had less than 5 years aggregated NHS service.

Step 1: Calculate the proportion of the leave year remaining for this employee

To calculate this, subtract the number of days expired in the leave year from the total number of days in the leave year:

1st April to 14th June = 75 calendar days expired, therefore
365 days – 75 days = 290 days remaining in the leave year

To calculate the proportion of the year remaining, divide the number of days remaining in the leave year (290) by the total number of days (365)

$$290/365 = 0.7945$$

Step 2: Calculate the annual leave entitlement for the proportion of the leave year remaining

To calculate the employee's annual leave entitlement for the 290 days remaining, multiply the proportion of the year remaining by the employees total leave entitlement for the year (pro rata for part time staff). This calculation should be done in hours for part time employees for ease of use (see appendices 1-4 for entitlements in hours).

Formula:

Proportion of leave year remaining x no. of days (or hours) annual leave entitlement = No. of days (or hours) of annual leave entitlement the employee is entitled to take before the end of the leave year

Examples:

- 1) If the employee was to join under AfC working 37.5 hour week (full time). The calculation would be:

$$0.7945 \times 27 \text{ days} = 21.45 \text{ days annual leave remaining in the leave year}$$

- 2) If the employee was to join under AfC working 20 hours a week (part time). The calculation would be:

$$0.7945 \times 108 \text{ hours} = 86 \text{ hours (rounded up to nearest 0.5 hours)}$$

Step 3: Calculate Bank Holiday entitlements remaining for the leave year

Count how many Bank Holidays are remaining between the employees start date and the end of the leave year

Between 15th June 2009 and 31st March 2010 there were 4 Bank Holidays remaining. 4 / 5 days per week = 0.8 weeks

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Examples:

- 1) If the employee was to join as a full time AfC employee their Bank Holiday (BH) entitlement for the rest of the leave year would be:
 $0.7945 \times 27 \text{ days} = 21.5 \text{ days}$ annual leave remaining in the leave year
 Plus 4 Bank Holidays
 Total = 25.5 days

- 2) If the employee was to join as a part-time AfC employee working 20 hours/week, their BH entitlement for the rest of the leave year would be:
 $0.7945 \times 108 \text{ hours} = 86 \text{ hours}$ (rounded up to nearest 0.5 hours) annual leave remaining in the leave year
 Plus 0.8 weeks $\times 20 \text{ hours} = 16$ hours
 Total: $86 + 16 = 102 \text{ hours}$

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Appendix 2F

Calculating Annual Leave and Bank Holiday Entitlements for Employees Leaving the Trust

Example: An employee is due to work their last day at the Trust on the 15th June.

Step 1: Calculate the proportion of the leave year worked by this employee

Count the number of days expired in the leave year:

1st April to 15th June = 76 calendar days

To calculate the proportion of the leave year the employee has been in employment, divide the number of days worked in the leave year (76) by the total number of days in the annual leave year (365).

$76/365 = 0.208$

Step 2: Calculate the annual leave entitlement accrued for the proportion of the leave year worked

To calculate this, multiply the proportion of the annual leave year worked by the total annual leave entitlement for the year (pro rata for part time staff). This calculation should be done in hours for part time employees for ease of use (see appendices 1-4 for entitlements in hours).

Formula:

Proportion of leave year worked x no. of days (or hours) annual leave entitlement = No. of days (or hours) of annual leave entitlement accrued

Examples:

- 1) If the employee was under AfC working 37.5 hour week (full time). The calculation would be:
 $0.208 \times 27 \text{ days} = 5.5 \text{ days annual leave accrued}$
- 2) If the employee was under AfC working 20 hours a week (part time). The calculation would be:
 $0.208 \times 108 \text{ hours} = 22.5 \text{ hours accrued (rounded to nearest 0.5 hours)}$

Step 3: Calculate Bank Holiday entitlements for the leave year worked and add to accrued annual leave

Count how many Bank Holidays fell between the 1st April and the employees last day of employment:

Between 1st April 2009 and 15th June 2009 there were 4 Bank Holidays
 $4 / 5 \text{ days per week} = 0.8 \text{ weeks}$

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Examples:

- 1) If the employee was a full time AfC employee their accrued leave entitlement would be:
 $0.208 \times 27 \text{ days} = 5.5 \text{ days annual leave}$
 accrued Plus 4 Bank Holidays
 Total = 9.5 days

- 2) If the employee was a part-time AfC employee working 20 hours/week, their accrued leave entitlement would be:
 $0.208 \times 108 \text{ hours} = 22.5 \text{ hours accrued (rounded to nearest 0.5 hours)}$
 Plus $0.8 \times 20 = 16 \text{ hours (bank holiday hours accrued)}$
 Total = 38.5 hours

Step 4: Subtract any leave taken between the 1st April and the leaving date to calculate leave outstanding.

Example

- 1) If an AfC employee was full time and had taken the 4 bank holidays as they had fallen prior to their leaving date plus 3 days of annual leave:

Leave accrued = 9.5 days
 Leave taken $4 + 3 = 7$ days

Leave owed to employee $9.5 - 7 = 2.5$ days

Leave should be taken during the employees notice period. In exceptional circumstances if service requirements mean leave cannot be taken then leave should be paid in final salary.

- 2) If an AfC employee was part-time working 20 hours/week and had taken 16 hours for the bank holiday and an additional 40 hours of annual leave:

Leave accrued = 38.5 hours
 Leave taken $16 + 40 = 56$ hours

Leave owed by employee $56 - 38.5 = 18.5$ hours to be deducted in final salary

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