

HR POLICIES & PROCEDURES

Annual Leave Policy **(Applies to all non-medical staff employed on** **NHS Terms and Conditions)**

Effective Date: December 2021
Review Date: December 2024

Policy Title:	Annual Leave Policy		
Executive Summary:	The aim of this policy is to set out the annual leave entitlements, rights and obligations for employees of the trust and to provide managers and staff with guidance on the calculation of annual leave and public holiday entitlements.		
Supersedes:	All Annual Leave Policies		
Description of Amendment(s):	To update and provide clarity -		
This policy will impact on: Applies to all non-medical staff employed on NHS Terms and Conditions			
Financial Implications: Direct cost savings through correct calculation of annual leave entitlements and recording of leave and the avoidance of litigation			
Policy Area:	Human Resources	Document Reference:	
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Author:	HR Workforce Team	Impact Assessment Date:	24 September 2021
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Table of Contents

1. Introduction	4
2. Purpose	4
3. Responsibilities	4
4. Processes and Procedures	5
5. Monitoring Compliance with the Document	6
6. References	6

Appendices

- Appendix 1** Table 1: Annual Leave entitlement for complete years exclusive of Public holidays
Table 2 Calculation of Public Holidays
- Appendix 2** Examples of Public Holiday annual leave calculations
- Appendix 3** Carry over of annual leave template letter

1. Introduction

East Cheshire Trust is committed to improving staff experience and wellbeing, making sure our staff feel valued, supported and cared for.

We wish to encourage employees to maintain a healthy work life balance, by supporting them to take their full leave entitlement for rest and relaxation.

2. Purpose

This policy applies to all non-medical staff employed on NHS Terms and Conditions. Medical and dental staff should consult the Annual leave Policy for Trust Employed Medical and Dental Staff.

The aim of the policy is to provide managers and staff with guidance on the calculation of annual leave and public holiday entitlements and to state individual responsibility and obligations for all staff employed by the Trust with the exception of medical and dental staff and bank only staff.

This policy will be applied fairly to all staff irrespective of their sex, race, belief, religion, disability, age, gender reassignment, marriage and civil partnership or sexual orientation.

3.0 Responsibilities

Responsibilities of the Organisation

The responsibility for the Annual Leave Policy rests initially with the Trust. The Trust recognizes the need to treat all employees fairly and equitably.

Communication, using appropriate mechanisms, to inform staff about any changes to terms and conditions relating to annual leave entitlements.

Chief Executive

The Chief Executive has the ultimate responsibility for the implementation and monitoring of the policies in use in the Trust.

Director of People and Culture

The Director of People and Culture is responsible for the final ratification prior to the policy being implemented. The ratification will take place following a consultation and approval process.

Deputy Director of People and Culture

The Deputy Director of People and Culture is responsible for the approval and monitoring of this policy.

Manager Responsibilities

Line managers are responsible for ensuring their team takes sufficient annual leave to allow for appropriate rest and recuperation. They will apply this policy fairly and consistently within their own areas and will ensure that employees are aware of this policy and understand their responsibilities.

Line managers are responsible for advising employees of their entitlement; ensuring employees are aware of the procedure for requesting annual leave; and for keeping accurate records of annual leave, including dates; approval or decline of leave.

Employee Responsibilities

Employees have a responsibility to plan for and take annual leave on a regular basis to ensure that their individual health and wellbeing is maintained as far as possible.

Employees should read this policy and ask their line manager if they have any questions regarding the application of this policy; have a general understanding of their statutory and contractual entitlements and request annual leave in line with departmental procedures.

Human Resources Responsibilities

The Human Resources Directorate will provide managers and staff with appropriate advice and guidance on the application of this process and will ensure review and update of HR Direct content in relation to annual leave to ensure that it reflects any changes.

Trade Union Representative

Trade Union Representatives will provide advice and support to staff on any leave related concerns/queries.

4.0 Processes and Procedures

The Trust, following consultation with Trade Union Representatives, reserves the right to vary this policy in line with local or national extenuating circumstances e.g., during the COVID 19 Pandemic an annual leave Standard Operating Procedure was introduced.

4.1 Annual Leave Year

The Trust's annual leave calendar year begins on the 1st April and runs until 31st March.

4.2 Annual Leave Entitlement

An employee's annual leave entitlement is determined by the length of reckonable NHS service, with leave entitlements increasing on the completion of 5 and 10 years reckonable NHS service to recognise employee loyalty to the NHS and to retain staff.

The basic annual leave provisions under NHS Terms and Conditions are agreed nationally and are contained in Table 1: Entitlement for complete years of service.

Staff will receive the entitlement to annual leave and general public holidays as outlined in the table below.

Length of service	Annual leave + General Public Holidays
On appointment	27 days + 8 days
After 5 years' service	29 days + 8 days
After 10 years' service	33 days + 8 days

Part time staff will receive a pro-rata amount in hours based on hours worked. Please see Appendix 1.

Where the 5 and 10 year anniversary falls part way through the annual leave year, annual leave entitlements will be calculated using complete months.

Annual Leave is made up of a number of occupational and statutory elements. These are detailed below. Different elements attract different entitlements with regard to carry over of annual leave in different circumstances. For the avoidance of doubt, annual leave taken in any leave year is taken in the order specified in the table below:

Number of days	Relevant Legislation	Legislative Body	Additional criteria relating to carry over when absent at end of leave year due to sickness
First 20 (pro rata) statutory days annual leave (4 weeks)	E-Working Time Directive	EU Legislation	Entitled to carry over
Next 8 Public Holidays (pro rata) days (1.6 weeks)	Working Time Regulations	UK Legislation	Not entitled to carry over
Final occupational entitlement: <ul style="list-style-type: none"> • after 5 years' service 2 additional days (29 days pro rata) • after 10 years' service: 5 additional days (33 days pro rata) 	Occupational Leave		Not entitled to carry over

The Trust Policy is to determine annual leave entitlement **in hours not days** for **all AFC staff** regardless of whether an employee is full-time or part time. Please refer to table 1.

Calculating entitlement in hours 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 standard pattern.

The calculation of annual leave entitlements relating to all staff is contained at Table 1. Hours have been rounded up or down to the nearest 0.5 decimal point (i.e. the nearest ½ hour).

In addition to annual leave entitlement, full time employees are entitled to 8 paid General Public Holidays (Public Holidays). In the case of all part time staff this entitlement is pro rata to the fulltime allowance of 8. This ensures that all employees have a fair and equitable, static entitlement rather than eligibility based solely on the normal days of work which would result in some part time employees never receiving the benefit of Public Holidays 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.

Table 2 contains the Public Holiday entitlement for all staff per Public Holiday and for a full leave year. To calculate an employee's total leave entitlement inclusive of Public Holidays, Tables 1 and 2 should be added together. They are shown separately so that the composition of an employee's full entitlement is clear.

It is expected that annual leave will normally be taken in periods of not less than ½ day.

4.3 Calculation of Reckonable Service

Any aggregated NHS service, i.e., any period of time that has been worked in the NHS will count as reckonable service for annual leave, regardless of whether or not there has been a break in service and regardless of length of any break in service.

Periods of employment with employers outside the NHS, where these are judged to be relevant to NHS employment, may be counted as reckonable service. Employees wishing to claim reckonable service from previous employment should refer to the Salary and Service on Appointment Policy.

4.4 Calculations

Annual leave entitlement for part years can be calculated using Tables 1+2 but this must be pro rata to the number of months worked in the leave year. Annual leave entitlement is calculated based on 1/12 for each complete calendar month worked.

4.5 Entitlement on joining

All new members of staff will be entitled to annual leave on a pro-rata basis plus Public Holidays in the year of joining the Trust,

Entitlement in the first year is dependent on the number of full complete calendar months worked after the date of joining and before the end of the annual leave year. The Trust will allow employees who commence up to the 7th calendar day in the month to receive the full annual leave entitlement in respect of that calendar month. Employees who join after the 7th calendar day in the month will not receive leave entitlement for this partmonth

4.6 Entitlement on leaving

Total annual leave entitlement earned up to leaving date:

1/12 of the annual leave entitlement for each **completed** calendar month in the current leave year (see table 1), plus

Any Public Holiday entitlement not taken that have occurred in the current leave year prior to the leaving date (see table 2)

If an employee leaving the employment of the Trust has taken more than their annual leave entitlement the Trust will deduct the excess from their final salary payment.

If the total entitlement earned to date has not been taken, this will be paid to the employee in their final salary.

4.7 Entitlement on changing contracted hours, changing Teams and Secondments

Where staff change their contracted hours part way through the annual leave year, 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. The Trust policy is that where staff change their contracted hour's 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.

In circumstances where there is a significant reduction in contractual hours; employees should take a proportionate amount of their leave whilst on the higher contractual hours. The reason for this is to ensure that the employee is neither advantaged nor disadvantaged when they move to the new service.

When moving teams or departments mid-year, employees should endeavor to have a minimal number of hours accrued to carry forward to the new team/post, unless it has been authorised in advance e.g., for a holiday. In circumstances where there is a large accrual of hours and no leave authorised the start date may be deferred by the recruiting manager. This to allow annual leave to be taken in the department where the annual leave was earned and for annual leave accrual to be reduced to a proportionate amount when the move takes place.

When commencing a secondment, employees must ensure that both the seconding and receiving managers have agreed the position with regards to annual leave. The same principle should be applied as to when moving teams.

4.8 Public Holidays (Public Holidays)

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

The 8 Public Holidays in the year are:

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

Part- time workers and shift workers' public holiday entitlement shall be added to their annual leave entitlement, and they shall take public holidays they would normally work as annual leave. Also refer to section 4.2.

On each and every occasion an employee takes paid time off on a Public Holiday as part of their basic week, the appropriate deduction of their normal basic working hours for that day will be made from their overall entitlement (i.e. Tables 1+2 combined). Where operationally possible and subject to mutual agreement, an employee may change their days of working during a Public Holiday week and therefore retain their leave entitlement in respect of the Public Holiday. This can then be taken as time off at another time.

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

Refer to appendix 2 for examples of Public Holiday annual leave calculations.

It is suggested, in the case of employees who are **never** required to work on any Public Holidays that fall on a normal working day, that at the beginning of the leave year, Managers and staff may find it helpful to make the appropriate total Public Holidays deduction (using Table 2) so that the balance of leave entitlement is identified and recorded. Clearly, this deduction cannot be made if the employees' working days vary.

There will be some years when **more (or less) than 8** Public Holidays fall within the leave year.

This is because Public Holidays follow the calendar year and the Easter Public Holidays can be in March or April and sometimes additional Public Holidays are awarded, for example to celebrate Jubilees'. Further information will be available on HR Direct in Annual Leave calculator and guidance notes when this situation arises.

The Public Holiday hour's entitlement will be based on the number of Public Holidays remaining in the current leave year from the date of joining.

4.9 Carry over of Leave

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

In **exceptional** circumstances up to one week of basic contracted hours may be carried over to the following year, with the agreement of the Senior Line Manager.

Managers are advised to review annual leave quarterly and to write to staff in January to advise them of what annual leave entitlement they have remaining. Refer to appendix 3 Template Letter.

4.10 Sickness occurring during annual leave or public holidays

Annual Leave cannot be taken while an employee is not at work due to medical certificated sick leave. If an employee falls sick whilst on annual leave, then in accordance with the Attendance Management Policy, the period covered will be treated as sick leave if a medical certificate is provided and the employee follows sickness absence reporting procedure. If this process has been followed the employee will be allowed to take the annual leave another time.

In accordance with NHS Terms and Conditions, employees who are full-time and are not shift workers will not be entitled to an additional day off if sick on a Public holiday.

If a part-time worker or shift worker is sick on a public holiday and it is a day they would normally work or they have been rostered to work on that day, they are entitled to get the day back as it is an annual leave day. In this circumstance, staff must be able to demonstrate that reporting procedures have been followed.

4.11 Long Term Sickness and Annual Leave

Employees still accrue annual leave whilst on sick leave. If an employee on sick leave does not have the opportunity to take their annual leave entitlement because of illness within the current leave year, they will be allowed to carry over any remaining statutory holiday entitlement (currently 20 days, pro rata for part time employees) but only if it is used at the end of the period of sickness or to facilitate a phased return.

No lieu of public holidays will be given if an employee is off sick on a public holiday.

4.12 Pay During annual leave

Pay during annual leave will include regularly paid supplements including any recruitment and retention premia, payments for work outside normal hours and high cost area supplements. Pay is calculated on the basis of what the individual would have received had he/she been at work.

For staff who have regular hours the reference period should be based on the previous three months at work.

With effect from 06 April 2020, for staff who have irregular hours the reference period should be

based on the last 52 weeks. When calculating the 52 full weeks of pay, employers are limited to referencing the previous 104 weeks from the date the leave begins.

Employees on Bank only contracts plus employees who work additional hours on a bank contract are paid a Working Time Directive (WTD) payment of 12.5%, in recognition of the entitlement for accrual of annual leave.

4.13 Annual Leave whilst on suspension

In the event that a member of staff is suspended from duty, the Annual Leave Policy herein continues to apply in full, inclusive of carrying over annual leave as per section 4.7 above and applying to take annual leave as per section 4.14 above and the Trust's Disciplinary Procedure.

4.14 Death in Service

Where a member of staff dies in service, an allowance equivalent to that part of the annual leave entitlement not taken at the date of the death shall be paid to the member of staff's personal representative. No deduction from the final salary payment should be made in respect of annual leave taken in excess of entitlement at the date of death.

4.15 Annual Leave Request Procedure

All annual leave requests must receive management approval before being taken. An employee taking annual leave that has not been previously approved may be subject to disciplinary action.

The taking of regular annual leave is an important element of maintaining employee wellbeing, reducing sickness absence and maintaining quality services. As such, all staff are encouraged to take regular breaks. Ideally but not exclusively, in the time frames detailed below. This should assist in reducing the backlog of annual leave remaining to be taken in March and the impact on service provision in this month.

Spring	1 week
Summer	2 weeks
Autumn	1 week
Winter	1 week

All requests for annual leave should be made to the employees' manager or by using the locally agreed process, ideally with at least 6 weeks' notice. Employees wishing to take more than 2 weeks leave in any one block must put their request in writing to their manager at least 3 months in advance.

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.

The Trust will seek wherever possible, to allow employees to use their annual leave entitlement to observe special religious holidays or festivals. All employees, whatever their religion or belief, will be treated equally in this respect.

Local arrangements will be put in place for leave during the Christmas/New Year Period to ensure appropriate staffing levels.

The trust has several mechanisms for requesting and recording annual leave entitlement. These include Annual Leave Record Cards (paper or electronic), Electronic Staff Record (ESR) and E-Rostering. It is the managers responsibility to have in place robust and timely approval and

monitoring processes, in line with the system in use for the department. Staff should be shown the system and approval process as part of the departmental induction.

The manager must consider the request for annual leave fairly and consistently considering the needs of the service.

Employees should not commit themselves to any holiday plans until they have received approval of their holiday requests.

The manager should approve the request as per local process and if necessary record the request and update the employee's Annual Leave Record.

4.16 Department Specific Local Agreements

Some departments have in place specific local agreements with regards to the booking and allocation of annual leave. Such local agreements must have a business rationale, should have been discussed with staff members, with HR support and Trade Union Representation and put in writing to team members with a copy sent to Trade Union Representation and HR. Such an agreement should be recorded as a Department Standard Operating Procedure (SOP)

4.17 Other Forms of Leave

For information on unpaid leave, leave for domestic responsibilities, carers leave and parental leave refer to the Trusts Special Leave Policy.

4.18 Appeals

Appeals arising from the application of this policy will be dealt with in accordance with Stage 2 of the Trust's Grievance and Disputes Policy.

5.0 Monitoring Compliance with the Document

Monitoring Performance

Audit

On an annual basis, Human Resources Team will select a random sample of employees' annual leave records from across the organisation and will be audited against the following factors:

- Entitlements are recorded correctly when referenced against hours and length of service
- Public holiday entitlements and leave deductions are recorded correctly for part time staff
- Leave requests are recorded and signed off in line with local procedures.
- The HR Team will record grievances/complaints raised in relation to implementation of the Annual Leave Policy for monitoring purposes.

A report of the audit findings will be submitted to the People Strategy Delivery Committee.

Review of Policy

This policy will be reviewed by Human Resources on a three yearly basis. The policy and procedures will be monitored and reviewed by management and staff-side representatives in line with legislative changes and best practice guidelines.

6.0 References

This policy should be read in conjunction with the following East Cheshire NHS Trust Policies and Procedures and national guidance:

- Special Leave Policy
- Working Arrangements Policy
- NHS Terms and Conditions of Service Handbook which applies to all staff directly employed by the trust, except very senior managers and staff within the remit of the Doctors' and Dentists' Review Body
- Attendance Management Policy
- HR Direct – the trust Infonet dedicated to supporting staff and managers with all aspects of the employment relationship
- Annual leave calculator (available on HR direct) to work out entitlements

Appendix 1

TABLE 1- NHS Terms & Conditions:
Annual Leave entitlement for complete years exclusive of Public holidays.

WEEKLY BASIC CONTRACTED HOURS	ON APPOINTMENT	AFTER 5 YEARS SERVICE	AFTER 10 YEARS SERVICE
	27 DAYS	29 DAYS	33 DAYS
HOURS EQUIVALENT			
37.5	202.5	217.5	247.5
37.0	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
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

TABLE 2 - NHS Terms & Conditions
Calculations of Public holidays

WEEKLY BASIC CONTRACTED HOURS	HOURLY ENTITLEMENT FOR FULL LEAVE YEAR	HOURLY ENTITLEMENT ON EACH PUBLIC HOLIDAY AS IT OCCURS
	(8 PUBLIC HOLIDAYS)	
37.5	60.0	7.5
37.0	59.0	7.4
36.5	58.5	7.3
36.0	57.5	7.2
35.5	57.0	7.1
35.0	56.0	7.0
34.5	55.0	6.9
34.0	54.5	6.8
33.5	53.5	6.7
33.0	53.0	6.6
32.5	52.0	6.5
32.0	51.0	6.4
31.5	50.5	6.3
31.0	49.5	6.2
30.5	49.0	6.1
30.0	48.0	6.0
29.5	47.0	5.9
29.0	46.5	5.8
28.5	45.5	5.7
28.0	45.0	5.6
27.5	44.0	5.5
27.0	43.0	5.4
26.5	42.5	5.3
26.0	41.5	5.2
25.5	41.0	5.1
25.0	40.0	5.0
24.5	39.0	4.9
24.0	38.5	4.8
23.5	37.5	4.7
23.0	37.0	4.6
22.5	36.0	4.5
22.0	35.0	4.4
21.5	34.5	4.3
21.0	33.5	4.2
20.5	33.0	4.1
20.0	32.0	4.0
19.5	31.0	3.9

Table 2 continued

WEEKLY BASIC CONTRACTED HOURS	HOURLY ENTITLEMENT FOR FULL LEAVE YEAR	HOURLY ENTITLEMENT ON EACH PUBLIC HOLIDAY AS IT OCCURS
	(8 PUBLIC HOLIDAYS)	
19.0	30.5	3.8
18.5	29.5	3.7
18.0	29.0	3.6
17.5	28.0	3.5
17.0	27.0	3.4
16.5	26.5	3.3
16.0	25.5	3.2
15.5	25.0	3.1
15.0	24.0	3.0
14.5	23.0	2.9
14.0	22.5	2.8
13.5	21.5	2.7
13.0	21.0	2.6
12.5	20.0	2.5
12.0	19.0	2.4
11.5	18.5	2.3
11.0	17.5	2.2
10.5	17.0	2.1
10.0	16.0	2.0
9.5	15.0	1.9
9.0	14.5	1.8
8.5	13.5	1.7
8.0	13.0	1.6
7.5	12.0	1.5
7.0	11.0	1.4
6.5	10.5	1.3
6.0	9.5	1.2
5.5	9.0	1.1
5.0	8.0	1.0
4.5	7.0	0.9
4.0	6.5	0.8
3.5	5.5	0.7
3.0	5.0	0.6
2.5	4.0	0.5
2.0	3.0	0.4
1.5	2.5	0.3
1.0	1.5	0.2
0.5	1.0	0.1

Appendix 2

Examples of Public Holiday annual leave calculations

Example 1

Employee B works 30 hours per week. They would normally work 7.5 hours on a Monday and have over 10 years' service. They are required to work on May Public Holiday so their leave entitlement remains intact as this day has not been taken off as leave. They are not required to work on August Public Holiday so 7.5 hours will be deducted from their total leave entitlement of 246 hours (Tables 1+2).

Example 2

A member of staff works 25 hours per week, their joining date is 24 August and they are new to the NHS. Their annual leave entitlement for a full leave year would be 175 hours (as per Tables 1+2). As they started on 24 August, they are entitled to 7 months of annual leave i.e. 7/12ths of 135 hours (Table 1) which is 79 hours annual leave. Public Holiday hours must be added to this. This total will vary depending upon where the Public Holidays fall during the calendar year but for the purposes of this example, assume that there are 4 Public Holidays remaining in the leave year. Therefore, using Table 2, 4 Public Holidays x 5 hours per Public Holiday = 20 hours. So the total leave entitlement for the part leave year will be 79hrs +20hrs = 99 hours to be taken by the 31 March.

Carry Over of Leave Template Letter

Date

Department
Macclesfield District General
Hospital
Victoria Road
Macclesfield
Cheshire
SK10 3BL

Tel:

Email:

www.eastcheshire.nhs.uk

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Dear

I am writing to inform you that as per the date of this letter you have 'x' hours of annual leave remaining from the current years' entitlement. The taking of regular annual leave is an important element of maintaining employee wellbeing, reducing sickness absence and maintaining quality services. As such, all staff are encouraged to take regular breaks by booking annual leave.

As per the Trusts Annual Leave Policy, the Trust will communicate on an annual basis their strategy for outstanding leave, including the option to buy back annual leave from the employee. It should be noted that this is not an automatic entitlement and all staff are encouraged to use their full entitlement during the correct leave year.

Please can I ask that you plan accordingly and arrange to book and take your remaining annual leave by the end of March 2022. Please confirm your plans with me no later than <insert date here>.

Yours sincerely

<Insert Line Managers Name>

<Insert Line Managers Job Title>