Annual Leave and Bank Holiday Policy
No. HRP16

<table>
<thead>
<tr>
<th>Applies to:</th>
<th>In principle to all substantive staff although Medical &amp; Dental Staff should check their annual leave entitlement in the Handbooks governing their relevant discipline</th>
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<tr>
<td>Committee for Approval</td>
<td>Education and Workforce Committee</td>
</tr>
<tr>
<td>Date of Approval:</td>
<td></td>
</tr>
<tr>
<td>Review Date:</td>
<td>20 / 05 / 2016</td>
</tr>
<tr>
<td>Name of Lead Manager:</td>
<td>Jo Harvey</td>
</tr>
<tr>
<td>Version</td>
<td>2</td>
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# Annual Leave and Bank Holiday Policy

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Annual Leave and Bank Holiday Policy

1. INTRODUCTION
Wirral Community NHS Trust is committed to enabling the achievement of good work/life balance within its workforce whilst also ensuring the provision of high quality care to patients. This policy aids the achievement of that aim by ensuring that staff are able to apply for and take leave from the workplace in a fair and consistent manner whilst ensuring operational delivery of services is maintained.

2. PURPOSE
The aim of this policy is to provide a uniform and equitable approach to the calculation and application of annual leave and bank holiday entitlements which take into account the entitlements and arrangements defined under Agenda for Change and other Terms and Conditions for Medical and Dental Staff.

3. SCOPE OF POLICY
This policy applies to all employees working under Agenda for Change Terms and Conditions. It also applies in principle to Medical & Dental Staff but details of their annual leave entitlement can be found in the Handbooks governing their relevant discipline.

3.1 Exclusions
This policy is not applicable in its entirety to Medical & Dental Staff i.e. staff groups not on Agenda for Change Terms and Conditions or to Bank staff. Separate provisions apply to the medical staffing groups, which may be found in the relevant handbooks.. Bank staff will accrue statutory annual leave provision in line with the Working Time Directive. However, the responsibilities of managers and staff and the general spirit of the granting and taking of annual leave including a smooth, fair and robust process throughout the year is applicable to all staff groups.

3.2 Equality Impact Assessment
Wirral Community NHS Trust is committed to ensuring that none of its policies, procedures, services, projects or functions discriminate unlawfully. In order to ensure this commitment all policies, procedures, services, projects or functions will undergo an Equality Impact Assessment. A copy of the Equality Impact Assessment for this policy can be found in appendix 1. Reviews of Equality Impact Assessments will be conducted in line with the review of the policy.

The Equality Impact Assessment identified positive impacts for Disabled People Religious/Faith Groups and Women as the policy allows for the use of annual leave during a phased return to work, it offers clear guidance on the management of annual leave for those working flexibly, when changing hours mid way through the year and following a period of maternity leave. In addition the policy identifies how requests for annual leave should be managed for different religions or faiths, where the leave request falls on a non-Christian Religious Festival. The Equality Impact Assessment did not highlight any significant disadvantages in relation to disability, sex orientation, sex, racial minorities, age, religion and deprived groups.
This policy will be available upon request in Braille, large print or alternate languages. HRP5 Managing Attendance Policy offers detail on how to manage a phased return to work where this may require extension and the employee has no annual leave left to use.

3.3 Good Corporate Citizen

Being a good employer includes ensuring the health and wellbeing of employees is a high priority to the organisation. The Annual Leave and Bank Holiday Policy reflects the negotiated leave allowance enjoyed by NHS members of staff, via the Agenda for Change Terms and Conditions, and other Terms and Conditions for Medical and Dental Staff.

Wirral Community NHS Trust recognises that staff need to have time away from work in order to maintain their sense of wellbeing and resilience, which in turn will promote a greater sense of commitment and performance from staff when they are at work. The Annual Leave and Bank Holiday Policy reflects these aims and ensures their application in a fair and consistent manner to ensure no member of staff is subject to any detriment.

3.4 Definitions

Annual Leave is defined as a period of normal duty that starts within a period of 24 hours from midnight to midnight but are requested and approved between the staff member and their line manager for the purposes of time off using negotiated entitlement.

Bank/Public Holidays are defined as a period of normal duty that starts within a period of 24 hours from midnight to midnight but are recognised nationally as statutory holidays from work.

Sickness absence is defined as any period of absence attributed to ill health

Suspension is defined as a period of time whereby a staff member remains at home and still receiving salary at the instruction of the employer, pending the outcome of an investigation.

4. ANNUAL LEAVE YEAR

The annual leave period for all staff groups other than for some Medical and Dental staff shall be from 1st April to 31st March. For Medical Staff including Dentists and Consultants the leave year runs from the anniversary date of the medical staff members’ appointment, or adjusted to a common start date in force in that department. No detriment to the medical staff member will arise from the leave year adjustment.
5. ENTITLEMENT FOR COMPLETE YEARS

The basic annual leave provisions for all staff groups (other than medical staff) under Agenda for Change are:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Annual Leave &amp; General Public/Bank Holidays (pro-rata for part time employees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>On appointment to the NHS</td>
<td>27 days + 8 days</td>
</tr>
<tr>
<td></td>
<td>262.5 hours</td>
</tr>
<tr>
<td>After 5 years NHS service</td>
<td>29 days + 8 days</td>
</tr>
<tr>
<td></td>
<td>277.5 hours</td>
</tr>
<tr>
<td>After 10 years NHS service</td>
<td>33 days + 8 days</td>
</tr>
<tr>
<td></td>
<td>307.5 hours</td>
</tr>
</tbody>
</table>

The basic annual leave provisions for Salaried GP’s are:

- Full-time practitioners shall be entitled to 30 working days annual leave in each year.
- The 30 working days’ annual leave entitlement for full-time practitioners shall be taken on a pro rata basis by part-time practitioners.
- The leave entitlement of practitioners are additional to ten days’ statutory and public holidays to be taken in accordance with section 2 of the General Whitley Council Handbook, as amended, or days in lieu thereof. In addition, a practitioner who in the course of his or her duty was required to visit a patient or be present at premises designated for the provision of health services under the practitioner's contract of employment between the hours of midnight and 9 am on a statutory or public holiday should receive a day off in lieu.

The basic annual leave provisions for Consultants are (exclusive of public holidays and extra statutory days):

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of years completed service as a Consultant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Up to seven years</td>
</tr>
<tr>
<td>From 1 April 2005</td>
<td>Six weeks</td>
</tr>
</tbody>
</table>

Dentists will receive the entitlement to annual leave and general public holidays as set out in the table below:

<table>
<thead>
<tr>
<th>Leave entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dentists on the first two salary points of band A</td>
</tr>
<tr>
<td>All other dentists on the scale</td>
</tr>
</tbody>
</table>

These leave entitlements include the two extra statutory days previously available.

The policy of Wirral Community NHS Trust is to determine annual leave entitlement in hours for all staff, regardless of whether the employee is full-time or part-time. The benefit of calculating entitlement in hours is that this ensures equity for all by ensuring that staff who work variable hours/shifts do not receive either more or less leave than
co-workers who work a standard pattern. Should full time staff wish to calculate their leave entitlement in days as opposed to hours, this should be agreed locally between the employee and their line manager.

Full time employees are entitled to eight paid Bank or General Public Holidays; however in the case of all part time staff this entitlement is pro-rata’d. The calculation of this allowance is always proportional to the number of basic contracted hours worked. In this way, all employees have a fair and equitable, static entitlement. Further details on Bank or Public Holidays are available in section 6.

Annual leave entitlements for all staff on Agenda for Change terms and conditions should be calculated using the Trust Annual Leave Calculator which can be found on the HR section of the intranet site (include link here). Those staff groups who are not subject to Agenda for Change can use the principles of the calculator but remembering to change the entitlement amounts/hours worked accordingly. The Annual Leave calculator is specific to each leave year as some public holidays fall on different days each year. At any one time there may be two versions of the calculator available on the intranet i.e. one for the current leave year and one for the following leave year. It is therefore essential that the calculator for the correct leave year is used.

5.1 Reckonable Service in respect of Annual Leave Entitlement

In line with Agenda for Change Terms and Conditions, an employee’s continuous service with a previous NHS employer will count as reckonable service in respect of annual leave. In addition, aggregated NHS service 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.

In instances where Wirral Community NHS Trust does not hold records for staff prior to their employment with the Trust, proof of prior NHS service should be provided e.g. pay slips or pension scheme contribution dates to the line manager and HR department. It should be noted that the responsibility is on the individual staff member to provide evidence.

5.2 Entitlement on Joining

In the year of joining Wirral Community NHS Trust all new members of staff will be entitled to annual leave on a pro-rata basis. 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 that calendar month.

Annual leave entitlement for part years must be pro-rata to the number of months in the leave year since joining. Annual leave is calculated based on 1/12th for each complete calendar month (subject to the terms of the paragraph above).

The Bank Holiday hours entitlement will be based on the number of Bank Holidays remaining in the current leave year from the date of joining.

For example:
A member of staff works 25 hours per week over 5 days, their joining date is 24th November and they are new to the NHS. Their annual leave entitlement for a full year i.e. April to March would be 135 hours.

As they started on 24th November, they are entitled to 4 months of annual leave i.e. 4/12ths of 135 hours which is 45 hours annual leave. Bank Holiday hours must be added to this. This total will vary depending upon where the Bank Holidays fall during the calendar year but for the purpose of this example assume that there are four Bank Holidays remaining in the leave year. Therefore four Bank Holidays x five hours per Bank Holiday = 20 hours. So the total leave entitlement for the part leave will be 45 hours + 20 hours = 65 hours to be taken by the 31st March. If any of these Bank Holidays fall on a day where this person would normally work then the total hours normally worked on that day should be deducted from the overall entitlement (65 hours).

5.3 Staff on Annualised Hours/Term-Time Contracts

Annual leave for staff on annualised hours/term time 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.

For example:

A member of staff working 30 hours per week worked over 39 weeks of the year, with less than five years service would be entitled to:

\[
\text{Number of total worked hours} \times 30 \times 39 = 1170 \quad \text{60%}
\]
\[
\text{Number of notional hours} \times 37.5 \times 52.143 = 1955
\]
\[
\text{Notional Bank Holidays 60 hours}
\]
\[
\text{Plus Notional Annual Leave 202.5 hours}
\]
\[
\times 60\% \text{ of } 262.5 \text{ hours } = 157.5 \text{ hours annual leave entitlement inclusive of Bank Holidays}
\]

5.4 Entitlement on Changing Contracted Hours

Where staff change their contracted hours, this will result in a re-calculation of their annual leave entitlement based on completed months on the new and old contracted hours to give the full year entitlement. The Trust Policy is that where staff change their contracted hours part way through a month they should not lose entitlement. Therefore, in these cases, the entitlement for the first month at the new contracted hours will be calculated on the basic weekly contracted hours that they predominantly worked for that initial month.

Line managers should note that where staff members regularly work over and above their contracted hours up to 37.5 hours per week, they will accrue additional annual leave based on the additional hours they work for the Trust. An example of this is whereby a staff member contracted to work for 10 hours per week is offered regular additional hours to this, and thus works 30 hours per week over a 3 month period. For that 3 month period the additional annual leave that has accrued should be calculated and added to the staff members overall leave entitlement.
5.5 **Entitlement on Leaving**

Staff members who leave the Trust will receive 1/12th of their annual leave entitlement for each calendar month worked within that leave year, less any annual leave already taken. Employees who terminate their employment with the organisation before the 21st day of the end of the month will not be given any annual leave entitlement for that month.

A payment will be made for any outstanding annual leave or Bank Holiday days in the leave year that are outstanding on leaving employment.

Should the total leave taken exceed the accrued total leave entitlement, an appropriate deduction will be made from the employee’s final salary. Where the final salary is insufficient to recover the overpayment then arrangements will be made to recover the difference.

6. **GENERAL PUBLIC HOLIDAYS (BANK HOLIDAYS)**

Employees will be entitled to paid leave for eight public holidays per annum should they arise during employment (pro rata if part time or working less than 5 days/shifts per week). This is an average figure which will fluctuate in any given year, depending on whether Easter falls in March or April.

For reference purposes the 8 General Bank Holidays in each calendar year are as follows:

- New Year’s Day
- Good Friday
- Easter Monday
- May Bank Holiday
- Spring Bank Holiday
- Summer Bank Holiday
- Christmas Day
- Boxing Day

All part time staff are entitled to the Bank Holidays pro-rata to the full time allowance based on their hours worked per week.

On each and every occasion an employee takes paid time off on a Bank Holiday as part of their basic week, the appropriate deduction of their normal basic working hours for that day will be made from their overall entitlement.

6.1 **Part-time Employees**

It is suggested, in the case of employees who are never required to work on any Bank Holidays that fall on a normal working day that at the beginning of the leave year managers and staff might find it helpful to make the appropriate total Bank Holidays deduction so that the balance of leave entitlement is identified and recorded. Clearly, this deduction cannot be made if the employee’s working days vary i.e. on a changeable shift pattern basis.
There will be some years when more (or less) than eight Bank Holidays fall within the leave year simply because Bank Holidays follow the calendar year and the Easter Bank Holidays can be in March or April. When this situation arises an alternative annual leave ready reckoner document will be published for managers and staff to refer to for that leave year.

7. **PROCEDURE FOR APPLYING FOR ANNUAL LEAVE**

Annual leave will not be unreasonably refused, and will be granted wherever possible; however there may be occasions where, due to service needs, leave cannot be granted.

All requests for annual leave must be made in writing to the individual’s line manager on the Annual Leave Request Form (Appendix 2) at the earliest opportunity detailing the dates of the annual leave requested. The annual leave record should also be kept up to date.

It would be expected that annual leave requests for ‘block leave’ (i.e. 1 week of annual leave or more) would be submitted to the line manager a minimum of 4 weeks prior to the commencement date of the annual leave being requested. However this may be waived by the line manager in exceptional circumstances. Staff members should not assume their leave request will be authorised if they abide by these timescales, merely that it will be considered by the line manager taking into account operational service needs and other absences/leave requests within the team.

It is expected that line manager’s will deal promptly with requests for leave from staff, signing off agreed leave as soon as possible and where leave is declined, will provide a business rational for this decision.

The Manager must approve all annual leave requests in advance of leave being taken.

Managers must respond promptly to annual leave requests. If a leave request can not be approved this should be discussed with the individual employee.

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

Managers should review annual leave for staff to ensure leave is used proportionately across the leave year.

Employees are responsible for requesting and managing their annual leave in line with the policy and departmental requirements

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

Where there are conflicting annual leave requests for example during times 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 needs of all parties in part. It is dependent on the 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.

Staff should not commit to any leave arrangements or make any bookings prior to receiving confirmation from their line manager that the annual leave request has been approved in writing to avoid disruption to the service, disappointment to the staff member, and to avoid potential disputes.

If leave is taken or flights etc booked before management authorisation then it may be deemed that the absence is unauthorised and therefore may not be paid. It may also be deemed the employee is absent without leave. In these cases the Trust Standards of Conduct & Disciplinary Policy (HRP1) may be invoked.

8. CARRY OVER OF LEAVE

The Trust expects that within the annual leave year staff should be provided with the opportunity to take all of their annual leave in order to ensure staff wellbeing is protected and a work/life balance is achieved. The carry over of annual leave applies to employees on adoption leave, paternity leave, maternity leave and long term sickness absence only, (with the exception of the Salaried Primary Dental Care Services Terms and Conditions of Service).

9. SICKNESS AND ANNUAL LEAVE OR BANK HOLIDAYS

If an employee falls sick whilst on annual leave, then in accordance with HRP5, Managing Attendance Policy, the period covered may be treated as sick leave, allowing the employee to take the annual leave at an alternative time. This will only be on the basis of the period being covered by a ‘GP fit note’ signed by the employee’s General Practitioner accompanied by an application made to and signed off by the manager.

Under the terms of Agenda for Change, employees are not entitled to any refund of Bank Holiday hours if they are on sick leave when a Bank Holiday falls.

It should be noted that annual leave will not be refunded/reclaimed where sickness is not reported until the employee returns to work following annual leave.

Employees who are on half pay or nil pay due to being on long-term sick leave (i.e. where their entitlement to full sick pay has expired) may only accrue annual leave in line with statutory limits in accordance with the Working Time Directive for the period of absence. The statutory limit under the Working Time Directive is 20 days exclusive of Bank Holidays. This statutory allowance may be used to top up pay with the prior agreement of the line manager and HR department.

10. ALLOCATION OF ANNUAL LEAVE OVER HOLIDAY PERIODS

There is often pressure on Wirral Community NHS Trust due to leave requests over school holiday periods and bank holidays. The Trust will review its management of annual leave prior to these holidays in accordance with the expected needs of the service and this may vary across the organisation.

Line managers have the authority to limit or restrict the amount of leave taken in a particular period where services are expected to experience heightened activity e.g. winter pressures/Christmas period in order to meet service demands.
Managers should ensure that they manage annual leave equitably balancing the needs of the service and the needs of individual staff, especially over holiday periods. Staff are reminded that all requests for annual leave must be submitted with adequate notice (please see section 10) and be authorised by their line manager. Staff should not assume that individual leave requests will be approved and should therefore refrain from booking flights etc until annual leave has been approved to avoid disputes and risk of leave being classed as unauthorised absence. Such absence will be dealt with under HRP1 Standards of Conduct and Disciplinary Policy.

10.1 Recognition of Non-Christian Religious Festivals

It should be recognised that whilst the Christian festivals of Christmas and Easter are official bank holidays in the UK, the main religious festivals of other religions are normal working days – for example the Hindu festivals of Diwali and Dasara/Dusserarah, the Muslim festivals of Eid-ul-Fits and Eid-ul-Adha and the Jewish festival of Yom Kippur. In order that staff of other faiths may celebrate their main religious festivals in a like manner, managers are encouraged to give priority to the annual leave requests of those staff on these occasions, unless service provision would be compromised.

11. MANAGEMENT OF ANNUAL LEAVE AND ADOPTION OR MATERNITY LEAVE

Annual leave continues to accrue based on the contracted hours immediately prior to the commencement of adoption/maternity leave during both paid and unpaid adoption/maternity leave. As per section 8 carry over of annual leave applies to adoption leave, paternity leave, maternity leave and long-term sickness absence. Any carried over annual leave should be used as soon as possible following a return from maternity/adoption/paternity leave and long-term sickness absence.

Annual leave if agreed with the manager may be taken immediately prior to or following adoption/maternity leave.

Annual leave cannot be taken during adoption/maternity leave, or between periods of unpaid or paid adoption/maternity leave.

12. ANNUAL LEAVE DURING PERIODS OF SUSPENSION

An individual who is suspended under the terms of the Trust’s Standards of Conduct & Disciplinary Policy (HRP1) may take annual leave, but should first seek the agreement of their line manager and the Investigating Officer so as to ensure there is no detrimental impact on any ongoing investigation.

For more information on the use of annual leave whilst suspended please refer to the Trust Standards of Conduct and Disciplinary Policy (HRP1).

13. USE OF ANNUAL LEAVE DURING A PHASED RETURN TO WORK

An individual may have been away from work due to sickness for an extended period and a phased return to work agreed between the individual and their line manager. As per section 24.3 of the Trust’s Managing Attendance Policy (HRP5) if the individual has not been able to take annual leave due to sickness, a proportion of the annual leave can be used to supplement the phased return to work. Please refer to the Managing Attendance Policy (HRP5) for more detail.
14. **ADDITIONAL/UNPAID LEAVE**

Requests for additional leave, which will be unpaid, should be considered on an individual basis. Unpaid leave should not normally be granted to employees, unless paid annual leave has been exhausted. However, there may be exceptional circumstances where a manager may deem it appropriate to grant unpaid leave prior to annual leave being exhausted, and in these instances, guidance should be sought from a member of HR (annual leave is not accrued during a period of unpaid leave).

Examples of circumstances where unpaid leave may be granted (although not exhaustive) include:

- Nursing sick relatives
- Staff wishing to visit relatives or attend funerals in other countries
- Newly appointed staff joining the Trust who have leave commitments already in place and insufficient leave entitlement to cover their commitments

The suite of policies designed to support Flexibility in the Workplace should be referred to in conjunction with this paragraph.

The maximum amount of unpaid leave that would normally be granted in any leave year is 4 weeks. This may be extended in exceptional circumstances. Up to 2 weeks may be agreed by the line manager; over and above this, authorisation from the relevant Director is required.

Once approval has been given, managers must ensure that leave details are notified to the payroll department on the relevant ESR form so that the necessary adjustments to pay can be made.

15. **DUTIES (RESPONSIBILITIES)**

15.1 **Chief Executive**

The Chief Executive has overarching responsibility for ensuring the content of this policy is applied consistently and fairly across Wirral Community NHS Trust.

15.2 **Trust Board**

The Board is responsible for ensuring that the policy is applied throughout Wirral Community Trust through its Chief Executive, Directors, Managers and Employees. The Board will regularly review the effectiveness of the Policy, in consultation with staff side representatives. Responsibility may be delegated to the Education and Workforce Committee.
15.3 **Director of Human Resources and Corporate Affairs**

The Director of Human Resources and Corporate Affairs is the named officer responsible for ensuring the content of this policy is applied fairly and consistently across Wirral Community NHS Trust.

15.4 **HR Department**

The HR Department is responsible for providing accurate and timely advice to managers and employees to ensure the policy is appropriately utilised across Wirral Community NHS Trust.

15.5 **Divisional Managers/Heads of Service**

Divisional Managers/Heads of Service are responsible for ensuring this policy is applied fairly to all within their teams or directorate, irrespective of their race, age, sex, religion, belief, disability, age or sexual orientation.

To ensure that their direct reports have an understanding of, abide by, and cascade the content of this policy to all employees within their teams or directorate.

To keep accurate annual leave records for their direct reports and have ultimate responsibility for accurate records held within their teams or directorate. To ensure the uptake of annual leave across their teams or directorate is equitable and allowing for adequate breaks away from the workplace.

15.6 **Service Leads/Line Managers**

Service Leads/Line Managers are responsible for

- The dissemination and implementation of this policy within their teams.
- Ensuring that employees are made aware of the procedure for requesting annual leave within their own department and that each employee is aware of their own entitlement.
- Keeping accurate leave records for all employees within their department and to monitor the uptake of annual leave to ensure that employees are taking regular breaks away from work.

15.7 **Employees**

Employees are responsible for being aware of and taking due consideration of this policy when requesting and using annual leave. They are also responsible for requesting and managing their own annual leave in line with departmental requirements and for managing their leave in a reasonable way, thus ensuring full entitlements are taken over the leave year and requests are submitted in good time and in accordance with local procedures.

16. **TRAINING / SUPPORT**

Any employees requiring support with any aspect of this policy should contact their line manager in the first instance. Other useful sources of support may be their Trade Union Representative or the HR department.
17. **PROCESS FOR MONITORING EFFECTIVE IMPLEMENTATION**

Members of the HR Policy Review Group work in partnership with staff side in developing policies which are then approved by the Education & Workforce Committee. New and changed policy information is cascaded to staff via the Staff Bulletin and made available on the Trust's Staff Zone.

The effective implementation of procedural documents should be monitored as appropriate. The effective implementation of this policy will be monitored by the Director of HR and Corporate Affairs and The HR Policy Review Group who have delegated responsibility from The Education & Workforce Committee. The policy will be reviewed on a 3 yearly basis by The HR Policy Review Group through feedback from the HR Business Partner Team, Managers and Staff Side.

18. **OTHER RELEVANT PROCEDURAL DOCUMENTS**

- HRP1 Standards of Conduct & Disciplinary Policy
- HRP5 Managing Attendance Policy
- HRP2 Grievance Policy
- NHS Agenda for Change Terms and Conditions
- NHS Agenda for Change Terms and Conditions for Dentists
- General Medical Council Model Contract for General Practitioners
- NHS Terms and Conditions for Consultants

19. **REFERENCES**

Appendix 1

ANNUAL LEAVE / LIEU TIME REQUEST FORM

PLEASE COMPLETE ALL SECTIONS OF THE FORM, IF APPLICABLE

Name:
Designation:                              Base:
Annual Leave Entitlement Per Year:

______________________________________________________________
I WISH TO APPLY FOR ANNUAL LEAVE

Week Beginning:...........................................................................

Please complete the hours for each day

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</table>

H - Holiday       BH - Bank Holiday  L - Lieu Time

Total Number of Hours Requested:.................................................................

If you wish to take more than 2 weeks annual leave you must put your request in writing in accordance with Section 6.3

______________________________________________________________
I WISH TO APPLY FOR LIEU TIME IN LIEU OF BANK HOLIDAY / EXTRA HOURS WORKED ON

My relief for this period of annual leave/lieu time (if applicable) will be:..............................................................

This application for annual leave/lieu time is authorised:

Signed:................................................................. Date:.................................................................
(Line Manager)

= = = = = = = = = = = = = = = = = = = = =
LEAVE APPROVAL / NON APPROVAL (delete as applicable)

Name:................................................................. Base:.................................................................

The following application for leave is approved:

Annual Leave ................. Hours  From ........... To ...........
Lieu Time  From ............ To ...........

Your application for leave has not been approved because: ..................................................................................
........................................................................................................................................

Signed:................................................................. Date:.................................................................
(Line Manager)
Appendix 2

CARRY OVER OF ANNUAL LEAVE

The carry over of annual leave applies to employees on adoption leave, paternity leave, maternity leave and long term sickness absence only, (with the exception of the Salaried Primary Dental Care Services Terms and Conditions of Service)

Name ……………………………………………………. Assignment No. …………………..

Department ………………………………. Base ………………………………..

I wish to apply for permission to carry over annual leave of …….. days / ……. hours

From the annual leave year 1st April 20…... - 31st March 20 ….,

To the annual leave year 1st April 20 …... - 31st March 20 ….,

Reason for request...........................................................................................................

Signed ……………………………………………………... Dated ……………………………....

For Line Manager’s completion:

Please delete as applicable

- Fully Agreed
  Approval is given for the carry over of …….. days / ……. hours annual leave.

- Partially Agreed
  Approval is given for the carry over of …….. days / ……. hours annual leave only.

- Your application to carry over annual leave has not been approved.

Reason............................................................................................................................

Signed …………………………………………………….. Dated ……………………………...

(Line Manager)

Print Name ..................................................................................................................
Copy:    File