

TRUST-WIDE NON-CLINICAL PROCEDURE DOCUMENT

ANNUAL LEAVE

Policy Number:	HR-G2
Scope of this Document:	All Colleagues (excluding medical staff)
Recommending Committee:	HR Policies Group
Approving Committee:	Executive Committee
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Lead Executive Director:	Executive Director of Workforce
Lead Author(s):	Workforce Governance Lead

ANNUAL LEAVE PROCEDURE DOCUMENT

2019 – Version 3

Striving for perfect care and a just culture

ANNUAL LEAVE

Further information about this document:

Document name	HR-G2 - Annual Leave
Document summary	To provide information regarding annual leave entitlements for colleagues covered by Agenda for Change Terms and Conditions. To provide a uniform and equitable approach to the calculation of annual leave and bank holiday entitlements and arrangements defined under Agenda for Change.
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To be read in conjunction with	HR07 Supporting Attendance HR23 Management and production of staff rosters
This document can be made available in a range of alternative formats including various languages, large print and braille etc	
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Version Control:

Version History:		
Version 2	Fully reviewed and approved by Executive Committee	May 2015
Version 3	HR Policy Group Corporate Policy Group Executive Committee	December 2019 December 2019 January 2019

SUPPORTING STATEMENTS- this document should be read in conjunction with the following statements:

SAFEGUARDING IS EVERYBODY'S BUSINESS

All Mersey Care NHS Foundation Trust employees have a statutory duty to safeguard and promote the welfare of children and adults, including:

- Being alert to the possibility of child / adult abuse and neglect through their observation of abuse, or by professional judgement made as a result of information gathered about the child / adult;
- Knowing how to deal with a disclosure or allegation of child /adult abuse;
- Undertaking training as appropriate for their role and keeping themselves updated;
- Being aware of and following the local policies and procedures they need to follow if they have a child / adult concern;
- Ensuring appropriate advice and support is accessed either from managers, *Safeguarding Ambassadors* or the trust's safeguarding team;
- Participating in multi-agency working to safeguard the child or adult (if appropriate to your role);
- Ensuring contemporaneous records are kept at all times and record keeping is in strict adherence to Mersey Care NHS Foundation Trust policy and procedures and professional guidelines. Roles, responsibilities and accountabilities, will differ depending on the post you hold within the organisation;
- Ensuring that all colleagues and their managers discuss and record any safeguarding issues that arise at each supervision session

EQUALITY AND HUMAN RIGHTS

Mersey Care NHS Foundation Trust recognises that some sections of society experience prejudice and discrimination. The Equality Act 2010 specifically recognises the *protected characteristics* of age, disability, gender, race, religion or belief, sexual orientation and transgender. The Equality Act also requires regard to socio-economic factors including pregnancy /maternity and marriage/civil partnership.

The trust is committed to equality of opportunity and anti-discriminatory practice both in the provision of services and in our role as a major employer. The trust believes that all people have the right to be treated with dignity and respect and is committed to the elimination of unfair and unlawful discriminatory practices.

Mersey Care NHS Foundation Trust also is aware of its legal duties under the Human Rights Act 1998. Section 6 of the Human Rights Act requires all public authorities to uphold and promote Human Rights in everything they do. It is unlawful for a public authority to perform any act which contravenes the Human Rights Act.

Mersey Care NHS Foundation Trust is committed to carrying out its functions and service delivery in line the with a Human Rights based approach and the FREDA principles of **F**airness, **R**espect, **E**quality **D**ignity, and **A**utonomy

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1. PURPOSE AND RATIONALE

- 1.1 Purpose – To provide information regarding annual leave allocation and entitlements for colleagues covered by Agenda for Change Terms of Conditions.
- 1.2 Rationale – To provide a uniform and equitable approach to the allocation and calculation of annual leave and bank holiday entitlements and arrangements defined under Agenda for Change

2. OUTCOME FOCUSED AIMS AND OBJECTIVES

- 2.1 This document aims to provide clear:-
- Guidance to colleagues on how annual leave is calculated, how to book annual leave and the impact of annual leave on other absences/ways of working.
 - Guidance to managers regarding what steps they need to take in managing annual leave requests to ensure service cover.

3. SCOPE

- 3.1 This Trust wide procedure applies to all colleagues employed by the Trust under Agenda for Change Terms and Conditions. Medical & Dental Colleagues will follow guidance in the Medical & Dental Terms and Conditions.

4. DEFINITIONS

The Trust	Mersey Care NHS Foundation Trust
Colleague	Anyone employed by the Trust, including colleagues on fixed term contracts.
ESR	Electronic Staff Record
NHS	National Health Service
Fit Note	Medical Certification of absence from a GP/Doctor

5. DUTIES

- 5.1 **Lead Executive Director** – the lead Executive Director for this procedure (Executive Director of Workforce) has strategic responsibility for ensuring compliance with the procedure.
- 5.2 **Senior Managers** – Will ensure that the procedure is applied fairly, and that the procedure is applied in such a way that ensures that the needs of the service and colleagues are met. They will ensure that colleagues are made aware of the procedure for requesting annual leave within their own ward/department and will ensure that colleagues are aware of their own entitlement. Managers will keep accurate annual leave records for all colleagues in their ward/department and will manage the uptake of annual leave to ensure that colleagues are taking regular breaks away from work, and to ensure that staffing levels are sustainable.

- 5.3 **Ward/Department Managers** - Ensure that colleagues book annual leave in line with Trust Procedure, ensuring that there is an even distribution of leave throughout the leave year.
- 5.4 Each department will notify colleagues of annual leave expectations, minimum numbers and notice required.
- 5.5 If, after discussion with colleagues, annual leave has not been booked by colleagues as requested, managers will inform colleagues of their allocated annual leave to ensure colleagues have reasonable breaks and that patient need is met by colleagues using annual leave evenly across the leave year.
- 5.6 **Colleagues** – Colleagues should make themselves aware of the annual leave procedure and ensure that they request annual leave in line with local notification procedures. Colleagues are asked to manage their annual leave in a reasonable way, ensuring full entitlements are taken over the leave year and requests are submitted in good time and in accordance with local procedures.

6. PROCESS / PROCEDURE

6.1 Annual leave is prescribed in hours not days for colleagues who work shifts or who work on a part time basis to ensure equity. Calculation of annual leave entitlements in hours is shown in Appendix A. It is expected that annual leave will normally be taken in periods of not less than ½ day.

6.2 The annual leave year runs from 1st April to 31st March, and the basic annual leave provisions under Agenda for Change are

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

6.3 Fair and equal allocation of annual leave requests should be available to all colleagues including sought after leave periods.

6.4 In addition to annual leave entitlement, employees are entitled to 8 paid Bank Holidays. A Public Holiday is defined as a 24 hour period running from midnight to midnight. Colleagues are entitled to 8 Bank holidays with part time colleagues entitled to a pro rata allowance. In the case of all part time colleagues this entitlement is pro rata to the full time allowance. (Appendix B shows the Bank Holiday entitlement)

6.5 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 entitlement.

6.6 There will be some years when more (or less) than 8 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 the appropriate hours adjustment i.e. plus or minus, will need to be made using the final column of Appendix B.

- 6.7 Annual leave must be allocated in hours for all colleagues and must be recorded- for those using Health Roster it must be within this system, for those who are not it must be recorded in ESR. The minimum amount of leave that can be booked is 1 hour. Managers and colleagues should work together to ensure adequate leave is being taken to provide regular time off and periods away from the workplace are not just short periods and colleagues have regular days and weeks off to ensure they maintain their health and safety. These periods of leave should be measured in hours up to the statutory minimum. Any time above the statutory minimum can be measured in days.
- 6.8 Annual Leave hours booked must equal the hours of shifts which would have been worked during the annual leave period e.g. in nursing areas those who work full time night duty or long days in a 3/3 or 3/4 pattern must take 34.5 hours annual leave in a week containing 3 shifts and 46.5 hours in a week containing 4 shifts.
- 6.9 Colleagues may make Annual Leave requests up to a maximum of 12 months ahead, unless, for those using the roster system, the period has been closed to requests in line with the information in this section. All requests for annual leave longer than 2 weeks must be made in writing explaining the circumstances of the request. Longer periods of leave and requests over 2 weeks are reserved for special occasions such as weddings, special birthdays or long distance trips for example. Every effort should be made to give at least 3 months' notice if colleagues have a request for more than 2 weeks annual leave. Annual leave requests must be approved by the Team Manager before any firm holiday arrangements/payments are made by colleagues. Leave requests are not considered on a 'first come first served basis' and are considered on the basis that all colleagues have an equal opportunity to make requests and take certain time periods off.
- 6.10 Half term weeks and school holidays present additional problems due to the increased number of annual leave requests made for these periods. The total amount of leave whether annual or study leave etc. should not be increased instead discussions should be encouraged between those requesting half terms off so that each colleague has an equal chance of being granted annual leave. Annual leave requests for school holidays will be shared equally amongst those requesting and colleagues with no dependents will not be disadvantaged and all requests will be considered in line with service needs.
- 6.11 **Calculation of Reckonable Service.** An employee's continuous previous service with an NHS employer will count as reckonable service in respect of annual leave. In addition, aggregates 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. For the purpose of calculating aggregated service, time spent in a relevant role in organisations other than the NHS, may be counted as aggregated service, e.g. GP practices, other public sector organisations. For advice on relevant of previous employment, please contact Human Resources.
- 6.12 On reaching 5 or 10 years reckonable service colleagues will accrue their additional leave entitlement, pro-rata, within the annual leave year.

- 6.13 **Entitlement on Joining.** All new colleagues will be entitled to annual leave plus Bank Holidays in the year of joining the Trust, on a pro-rata basis. Entitlement in the first year of employment accrues at the rate of 1/12th per month from the first day of employment.
- 6.14 Annual leave is calculated based on 1/12th for each complete calendar month. 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.
- 6.15 Where colleagues change their contracted hours, this will result in a re-calculation of their annual leave entitlement based on completed months on the new and the old contracted hours to give the full year entitlement. For colleagues who work Monday to Friday, 37.5 hours who are never required to work on a public holiday, their public holiday entitlement does not need to be added to their annual leave entitlement.

Where colleagues are required to work bank holidays to provide services, they can request to take this leave at another time.

Colleagues, who commence part way through a month from another NHS organisation with no break in service, will receive full annual leave entitlement for that month.

In the case of part time colleagues, bank holiday entitlement is pro rata to the full time allowance of 8. The calculation of this entitlement is always proportional to the number of basic contracted hours worked. In this way, 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 Bank 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.

E.g. Employee A is not required to work on a Bank Holiday. Their normal contracted hours of work are 18 per week. They would normally work 6 hours for that day and they have less than 5 years' service. So, using the above principle, 6 hours will be deducted from their total entitlement of 126 hours (Appendix A & B).

E.g. Employee B works 30 hours per week. They would normally work 7.5 hours on a Bank Holiday and have over 10 years' service. They are required to work so their leave entitlement remains intact as this day has not been taken off as leave. They are not required to work on the next Bank Holiday so 7.5 hours will be deducted from their total leave entitlement of 246 hours (Appendix A & B).

There will be some employees that, because of their work pattern, the total amount of bank holiday hours will not be enough to cover the time they take off on a bank holiday. In these situations, employees can choose to either, take the extra hours from their total leave entitlement or "top up" their bank holiday hours by working extra hours to cover the shortfall. This must be done with prior agreement from their manager and is not restricted to weeks where a bank holiday occurs. Managers must ensure a clear record is kept to show what hours are 'top up' hours.

6.16 **Term Time/Additional Unpaid Leave Over Two Weeks**

Colleagues who work term time only and therefore take leave between terms or who are granted leave greater than their annual leave entitlement will first use their entire annual leave entitlement towards the required amount of annual leave and thereafter any additional leave will be unpaid. Colleagues who take unpaid leave will have their annual leave entitlement reduced pro rata to the full time equivalent annual leave. Appendix C provides details on the number of days unpaid leave required to be taken to work term time only.

Colleagues who request to work term time only, and therefore take leave between terms or who are granted additional unpaid leave greater than their annual leave entitlement must agree with their manager in advance and the dates the leave will be taken and will use their entire annual leave entitlement towards the required amount of annual leave and thereafter any additional leave will be unpaid.

Purchase of additional annual leave hours up to and including 75 hours per annual leave year will not result in a change to a colleagues recorded contractual hours. Requests for additional annual leave in excess of 75 hours will result in a recalculation of entitlement to contractual annual leave and bank holidays. The implications for both annual leave and pensions will need to be discussed with the colleagues. Colleagues who take unpaid leave in excess of 75 hours will have their annual leave entitlement reduced pro rata to the full time equivalent annual leave. Appendix C provides details on the number of days unpaid leave required to be taken to work term time or to take additional unpaid leave.

Once agreed, an adjustment will be made to the colleague's salary, which in effect will reduce their contracted hours to facilitate the reduction.

- 6.17 **Carry Over Annual Leave.** Managers must meet with colleagues that haven't booked sufficient annual leave in conjunction with the procedure, except those that have prior agreement. The manager will inform a colleague which dates are still available for leave and the colleague and manager will mutually agree the booking of leave. It is important that the colleague and manager work together to achieve adherence with the procedure as soon as is possible.
- 6.18 Colleagues who do not submit any annual leave requests will be allocated annual leave by the Team Manager.
- 6.19 In accordance with Agenda for Change, colleagues have an annual leave entitlement based on the length of their continuous NHS service. Subject to the responsibility of colleagues to ensure that annual leave is spread across the year, and in exceptional circumstances, where colleagues have been prevented from taking their annual leave before the end of the leave year, because of operational demands, they may, with the prior approval of their manager carry over to the next leave year, any remaining contractual annual leave entitlement. This should be the exception.
- 6.20 **Sickness Absence and Annual Leave and Bank Holidays.**

If a colleagues falls ill either prior to or whilst on annual leave, and wishes their annual leave to be recorded as sickness (including additional purchased leave),

they must comply with the Trust's sickness absence reporting procedure, including the production of a Fit Note for any periods in excess of 7 days. This includes periods of allocated leave if term time working. As long as a note is provided the period covered will be treated as sick leave, allowing the colleagues to take the annual leave at a later date in the leave year.

- 6.21 In accordance with current legal requirements, colleagues on sick leave who have taken less than 4 weeks statutory annual leave entitlement (i.e. 20 days for a full time colleague and pro rata 4 weeks equivalent for part timers) and on return to work have been unable to take this due to service need, will be entitled to carry over the balance up to 20 days into the next leave year.
- 6.22 Colleagues who are on long term sick leave are still able to request annual leave. Managers must ensure that this is discussed with colleagues at any sickness review meeting. Managers may agree that colleagues take all or part of their annual leave entitlement and agree with colleagues how much leave is to be taken.
- 6.23 Where a colleagues is absent due to sickness and intends to take a holiday during their absence they will be expected to comply with the Trust's normal procedure for booking annual leave and ensure that it is authorised before taking it.
- 6.24 The amount of annual leave authorised during sickness absence should not exceed the amount of annual leave accrued up to the date of authorisation, less any leave already taken.
- 6.25 Payment in lieu of annual leave not taken due to sickness or any other reason is not permitted, save upon termination of employment
- 6.26 Should colleagues returning from sickness absence wish to extend their phased return beyond the period agreed with their manager, managers may use their discretion to allow colleagues to use annual leave to facilitate this.
- 6.27 Managers should discuss with Human Resources if they have any queries regarding the interaction between annual leave and sickness absence.
- 6.28 In accordance with Agenda for Change Terms and Conditions, colleagues will not be entitled to an additional day off sick on a Bank Holiday that they would otherwise have been required to work as part of their basic week. Colleagues who work shifts and who are off sick on a Bank Holiday will have 7.5 hours deducted from their Bank Holiday entitlement. Colleagues who work part time and who are off sick on a Bank Holiday will have the pro-rata equivalent deducted from their Bank Holiday entitlement.
- 6.29 **Annual Leave and Suspension**
Annual leave continues to accrue during a period of suspension. Any pre-booked annual leave will be honored. This planned leave must be brought to the attention of the Investigating Officer by the colleague at the outset of the investigation. Where the period of suspension exceeds 6 weeks, it is necessary to manage the annual leave. This applies where annual leave has accrued and remains untaken in relation to the proportion of the remaining leave year. In these circumstances it is expected that the colleague will be

given the opportunity to take annual leave either during the course of the investigation, or at the end of the matters which led to the suspension, prior to returning to work. The timing of this leave will be arranged with the colleague. Where necessary, Managers may allow colleague suspended from duty to carry over annual leave.

6.30 Entitlement During Maternity Leave

Annual leave entitlement accrues at the contractual rate during periods of both paid and unpaid maternity leave, based upon the contracted hours at the time maternity leave commences. It is recommended that colleagues and their manager plan for annual leave for the current annual leave to be taken prior to commencing maternity leave.

Where service need means this is not possible and the amount of accrued annual leave will exceed normal carry over provisions (up to 37.5 hours for full time, pro-rata for part time), it may be beneficial to both the colleague and the Trust to take the annual leave before and/or after the formal (paid and unpaid maternity leave period).

6.31 Entitlement on Leaving. Colleagues who leave the Trust will receive 1/12th of their annual leave entitlement for each complete calendar month or part worked in the current leave year, less any annual leave taken plus the benefit of any outstanding Bank Holiday hours for Bank Holidays that have occurred in the leave year prior to the date of leaving.

6.32 Where there is accrued annual leave that cannot be taken before the employee leaves the Trust, payment in lieu of this can be made. Where total leave taken exceeds the earned total leave entitlement an appropriate deduction will be made from final monies. Where there is insufficient final salary to repay the outstanding value of the annual leave days taken, colleagues will be required to pay the Trust via the Trust debtors process.

6.33 Additional Unpaid Annual Leave. Colleagues may request to 'buy' additional leave up to a maximum of 2 weeks (75 hours). This will be unpaid and the colleagues' salary will be recalculated to take account of the extra leave. Colleagues wishing to buy additional annual leave should apply in line with the requirements of the Trust Flexible Working Policy.

7. CONSULTATION

7.1 This procedure has been produced in conjunction with managers and staffside colleagues.

8. TRAINING AND SUPPORT

8.1 Should the managers or colleagues require support in the application of this procedure; Human Resources Advisors will be available to provide this.

9. MONITORING

9.1 It is the Managers responsibility to monitor the use of the Annual leave for their colleagues.

10. Equality and Human Rights Analysis

Title: Annual Leave
Area covered: Trust Wide

What are the intended outcomes of this work? <i>To provide information regarding annual leave entitlements and how to calculate.</i>
Who will be affected? <i>This guidance applies to all staff on Agenda for Change contracts</i>

Evidence
What evidence have you considered? Agenda for Change guidance, content of the procedure
Disability (including learning disability) See cross cutting
Sex See cross cutting
Race See cross cutting
Age See cross cutting
Gender reassignment (including transgender) See cross cutting
Sexual orientation See cross cutting
Religion or belief See cross cutting
Pregnancy and maternity See cross cutting but also staff accrue leave during maternity/paternity leave
Carers See cross cutting
Other identified groups N/A
Cross Cutting <i>implications to more than 1 protected characteristic</i> All staff follow the same principles as set out in agenda for change

Human Rights	Is there an impact? How this right could be protected?
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Right to life (Article 2)	No issues identified
Right of freedom from inhuman and degrading treatment (Article 3)	No issues identified
Right to liberty (Article 5)	No issues identified
Right to a fair trial (Article 6)	No issues identified
Right to private and family life (Article 8)	Human Rights based approach supported
Right of freedom of religion or belief (Article 9)	No issues identified
Right to freedom of expression Note: this does not include insulting language such as racism (Article 10)	No Issues identified
Right freedom from discrimination (Article 14)	Human Rights based approach supported

Engagement and Involvement <i>detail any engagement and involvement that was completed inputting this together.</i>
HR Policy Group
Staff Side
Senior Managers

Summary of Analysis <i>This highlights specific areas which indicate whether the whole of the document supports the trust to meet general duties of the Equality Act 2010</i>
Eliminate discrimination, harassment and victimisation This procedure has been developed taking into account the Equality Act 2010, legislation and NHS guidelines.
Advance equality of opportunity All eligible staff follow this procedure
Promote good relations between groups N/A

What is the overall impact? Application of this procedure should not have any impact on any group of staff.

--

Addressing the impact on equalities
--

N/A

Action planning for improvement
--

Detail in the action plan below the challenges and opportunities you have identified. <i>Include here any or all of the following, based on your assessment</i>
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For the record

Name of persons who carried out this assessment:

Amanda Clough Pauline Copland Sam Leong

Date assessment completed: 30.04.19
--

Name of responsible Director: Amanda Oates

Date assessment was signed:

Appendix A

Annual Leave procedure for entitlement for complete years, exclusive of Bank 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

WEEKLY BASIC CONTRACTED HOURS	ON APPOINTMENT	AFTER 5 YEARS SERVICE	AFTER 10 YEARS SERVICE
	27 DAYS	29 DAYS	33 DAYS
	HOURS EQUIVALENT:		
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

Appendix B - Annual Leave Procedure Calculation of Bank Holiday Entitlements

Formula is Weekly Contracted Hrs X No. of Days Entitlement

WEEKLY BASIC CONTRACTED HOURS	HOURLY ENTITLEMENT FOR FULL LEAVE YEAR	HOURLY ENTITLEMENT ON EACH BANK HOLIDAY AS IT OCCURS
	(8 BANK 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

Formula is **Weekly Contracted Hrs X No. of Days Entitlement**

WEEKLY BASIC CONTRACTED HOURS	HOURLY ENTITLEMENT FOR FULL LEAVE YEAR	HOURLY ENTITLEMENT ON EACH BANK HOLIDAY AS IT OCCURS
	(8 BANK 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 C

Annual Leave Procedure Term Time Working

To use the table:-

1. Find the total number of days leave required (in days based on 5 days per week)
2. Follow the row across to the appropriate column for the individuals leave entitlement. The figure in the box is the number of days unpaid leave required (in days based on a 5 day week.
3. Convert to hours i.e. Number of hours unpaid leave = days unpaid leave x contracted Weekly hours / 5

Total leave required to work term time	35	37	41
36 days	1		
37 days	2		
38 days	3	1	
39 days	5	2	
40 days	6	3	
41 days	7	5	
42 days	8	6	1
43 days	9	7	2
44 days	10	8	4
45 days	12	9	5
46 days	13	10	6
47 days	14	12	7
48 days	15	13	8
49 days	16	14	9
50 days	17	15	11
51 days	18	16	12
52 days	20	17	13
53 days	21	19	14
54 days	22	20	15
55 days	23	21	17
56 days	24	22	18
57 days	25	23	19
58 days	27	24	20
59 days	28	26	21
60 days	29	27	23
61 days	30	28	24
62 days	31	29	25
63 days	32	30	26
64 days	33	31	27
65 days	35	33	28
66 days	36	37	30
67 days	37	35	31
68 days	38	36	32
69 days	39	37	33
70 days	40	38	34