



# Annual Leave Policy

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The East of England Ambulance Service NHS Trust has made every effort to ensure this policy does not have the effect of unlawful discrimination on the grounds of the protected characteristics of: age, disability, gender reassignment, race, religion/belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity. The Trust will not tolerate unlawful discrimination on the basis of, spent criminal convictions, Trade Union membership or non-membership. In addition, the Trust will have due regard to advancing equality of opportunity for and fostering good relations between; people from different groups and people with protected characteristics.

This policy applies to all employees (whether permanent, fixed term or temporary) working at all levels and grades for the Trust, including senior managers, directors, non-executive directors, and on secondment, honorary contracts and volunteers. All Trust policies can be provided in alternative formats if required.

East of England Ambulance Service Trust recognises its obligation of supporting the requirements of the Modern Slavery Act 2015 and any future legislations. A prime objective of the Trust is to eradicate modern slavery and human trafficking and recognises the significant part it must play in both combatting it and supporting victims. The Trust is also committed to ensuring that its supply chains and business activities are free from any ethical and labour standards abuse.

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## 1. Policy Statement

- 1.1 This document outlines the Annual Leave Policy and Procedure for The East of England Ambulance Service NHS Trust (the Trust). The Trust realises that the ability to spend time away from the workplace is an important component of work-life balance and helps reduce stress. The Trust aims to ensure that employees are given the opportunity to take the leave to which they are entitled and managers should endeavour to ensure that the work load does not prevent this, taking into account the service needs of the Trust. Equally employees have a responsibility to ensure that they take ownership of the management of their own annual leave.
- 1.2 This policy will ensure that the calculation and granting of annual leave and public holiday lieu time is carried out fairly and consistently in accordance with the entitlements and arrangements defined under Agenda for Change and prior Trust contractual terms as applicable, while ensuring the quality of care provided to patients and clients remains high.
- 1.3 Authorised annual leave is expected to be covered within the appropriate departmental budget, for instance by utilising relief staff or managing workload. Managers are expected to maximise the use of their existing workforce to cover for the absence of employees due to annual leave and only use overtime where they consider it viable within their current budget projections.
- 1.4 Once approval for annual leave has been granted it will not be withdrawn, however in exceptional circumstances the Trust may ask if employees are willing to return to duties if operational exigencies warrant it. It is the individual's right to decline but should they agree the leave would either be returned to the individual for use at a future date, or paid at the appropriate rate; both arrangements being mutually agreed between the Trust and individual(s) at the time.

1.5 This policy has been written in partnership by management and staff side.

## 2. Scope

2.1 This policy applies to all staff employed by the Trust. Unless there are separate arrangements under a recognised TUPE transfer process

2.2 This policy does not apply to Bank workers.

## 3. Access To The Policy

3.1 All employees are entitled to access to this policy which is located in the HR Policies and Procedures Folders and/or on the Trust's Intranet. However, if you require this policy in any other format please seek guidance from the Human Resources Department, your line management or trade union representative.

3.2 Employees and Managers may also wish to consult related Trust policies such as but not restricted to Sickness Absence, Flexible Working Arrangements, Special Leave, Disciplinary Policy (Managing Conduct and Performance), Adoption Leave and Pay, Paternity and Maternity Leave and Pay policy, Shared Parental Leave Policy

## 4. Roles and Responsibilities

4.1 The Human Resources Department is responsible for keeping the provisions within this policy in line with employment legislation, best practice people management principles and NHS guidelines.



- 4.2 Managers, HR staff and trade union representatives are responsible for providing advice and guidance to employees on the application of this policy and procedure.
- 4.3 Management and trade union representatives are responsible for bringing any mutually beneficial improvements to this policy to the attention of the Trust.

## **5. Annual Leave Year**

- 5.1 The annual leave year for all employees runs from their commencement date with the Trust. This is referred to as their Personal Leave Year. NB for staff who have TUPE'd in they may have a personal leave year that does not match their commencement date with the Trust but this will not be detrimental to the management of their leave.
- 5.2 Part-time staff will receive annual leave and public holiday entitlement pro rata to full time hours.
- 5.3 Annual leave and Public Holiday lieu time entitlements for both full and part time employees will be added together and taken throughout the leave year from a totalled allowance. Staff who are stood down or by 'contract' do not work public holidays will not be accredited with public holiday lieu time at the beginning of the year. Staff on Agenda for Change contracts who are on call on public holidays will have separate arrangements in line with Agenda for Change NHS Terms and Conditions section 13.4. All non-AFC staff should refer to their individual Terms and Conditions.

## **6. Accrual of Annual Leave and General Public Holiday Lieu Time Entitlement (See Section 18 also)**

- 6.1 Annual leave and general public holiday lieu time entitlement accrues during the course of the relevant year. To enable leave

to be taken, reflecting the needs of the employee, the full year's entitlement will be available to them from their date of appointment with the Trust, or the start of their personal annual leave year.

- 6.2 Should an employee leave the Trust part way through their annual leave year, their entitlements relating to their service in that period will be calculated proportionate to the leave that has been accrued up until their leaving date e.g. an employee who leaves 6 months into their personal leave year will receive 50% of their leave entitlement. Where an employee has exceeded their leave entitlement this will be deducted from their final salary. Any outstanding leave entitlement will normally be required to be taken during any period of notice. If at the effective date of termination there is still annual leave owing to the employee, they will be paid accordingly in respect of those hours. The volume of leave will be adjusted to include any carry over/brought forward annual leave in line with Section 12 below where appropriate.

## **7. Annual Leave and General Public Holiday Entitlements**

- 7.1 Entitlement to annual leave and general public holidays is based on your current contractual arrangements as outlined below.
- 7.2 The Trust's policy is to determine annual leave and public holiday entitlements in hours, not days, for all staff regardless of whether the employee is full time or part time (see Appendices 1, 2, 3, 4, and 5). This is in line with the principle under Agenda for Change which states that: "Where staff work standard shifts other than 7.5 hours excluding meal breaks, annual leave and general public holiday entitlements should be calculated on an hourly basis to prevent staff on these shifts receiving greater or less leave than colleagues on standard shifts" (Agenda for Change: NHS Terms & Conditions

of Service Handbook, section 13.5). Where this principle would negatively impact on an individual, it is proposed that management would work with that individual to lessen the impact where this is possible.

7.3 All entitlements stated below refer to the whole time equivalent entitlements. These will apply pro rata for part-time employees (for public holidays rounded up to the nearest half day). See Appendices 1, 2, 3, 4 and 5.

7.4 For staff who have alternative working arrangements, for example, term-time only or annualised hours please refer to the Human Resources Department.

**7.5 For Staff On AGENDA FOR CHANGE CONTRACTS**

7.5.1 Annual leave entitlement for staff on Agenda for Change contracts is based on their period of reckonable service with the NHS irrespective of length of breaks in service (see Agenda for Change: NHS Terms & Conditions of Service Handbook, section 12) . Entitlements are as set out in the table below:

7.5.2

<b>Length of Service</b>	<b>Annual Leave and Public Holidays</b>	<b>Equivalent Time expressed in hours</b>
On appointment	27 days + 8 days	202.5 hours + 60 hours
After 5 years	29 days + 8 days	217.5 hours + 60 hours
After 10 years	33 days + 8 days	247.5 hours + 60 hours

7.5.3 There is no entitlement to any further extra-statutory days for staff on Agenda for Change contracts (as outlined under

Section 13.3 of the National Agenda for Change: NHS Terms and Conditions of Service Handbook).

**7.6 For staff on TRUST CONTRACTS**

**Norfolk, Suffolk and Cambridgeshire**

7.6.1 Annual leave entitlement for staff who remained on Trust contracts in Norfolk, Suffolk and Cambridgeshire is based on their period of continuous NHS service.

7.6.2

<b>Length of Service</b>	<b>Annual Leave and Public Holidays</b>	<b>Equivalent Time expressed in hours (based on wte of 40 contractual hours per week)</b>
On appointment	22 days + 8 days	176 hours + 64 hours
After 5 years	25 days + 8 days	200 hours + 64 hours
<b>Length of Service</b>	<b>Annual Leave and Public Holidays</b>	<b>Equivalent Time expressed in hours (based on wte of 40 contractual hours per week)</b>
After 10 years	27 days + 8 days	216 hours + 64 hours

7.6.3 For staff on Norfolk, Suffolk and Cambridgeshire Trust contracts there is no entitlement to any further extra-statutory days.

**7.7 Essex**

7.7.1 Annual leave entitlement for staff who remained on Trust contracts in Essex is based on their period of continuous NHS service.

7.7.2

<b>Length of Service</b>	<b>Annual Leave and Public Holidays</b>	<b>Equivalent Time expressed in hours (based on wte of 40 contractual hours per week)</b>
On appointment	22 days + 8 days	176 hours + 64 hours
After 5 years	26 days + 8 days	208 hours + 64 hours
After 10 years	28 days + 8 days	224 hours + 64 hours

7.7.3 For staff on Essex Trust contracts there is no entitlement to any further extra-statutory days.

**7.8 Bedfordshire and Hertfordshire**

7.8.1 Annual leave entitlement for staff who remained on Trust contracts in Bedfordshire and Hertfordshire is based on their period of continuous NHS service.

7.8.2

<b>Length of Service</b>	<b>Annual Leave and Public Holidays</b>	<b>Equivalent Time expressed in hours (based on wte of 41 contractual hours per week)</b>
On appointment	22 days + 8 days	180.4 hours + 65.6 hours
After 5 years	25 days + 8 days	205 hours + 65.60 hours
After 10 years	27 days + 8 days	221.40 hours + 65.60 hours

7.8.3 For staff on Bedfordshire and Hertfordshire Trust contracts there is no entitlement to any further extra-statutory days.

## 8. Public Holidays

8.1 The Trust will recognise the following public holidays: New Years Day, Good Friday, Easter Monday, May Day, Late Spring Public Holiday, Late Summer Public Holiday, Christmas Day and Boxing Day. Any other publicly declared holiday, or paid holiday, will also be recognised.

8.2 Any employee whose religious beliefs have festival days different to those public holidays currently recognised by the Trust may approach their manager to request to change the designated public holiday dates to alternative dates. Should an employee wish to change their designated public holiday dates, for example, swap Easter Monday for Diwali, this must be done by submitting a written request to their manager 14 calendar days prior to the start of their annual leave year. Once approved, these will apply for that particular leave year and cannot be subsequently changed. In such cases, the overall Public Holiday entitlement will remain the same and any allowances or other entitlements which relate to working or not working on a public holiday will only apply to their specifically designated Public Holidays. (For new starters

any specific public holiday requirements should be identified at the earliest opportunity).

- 8.3 Employees required to work, or be on call, on a general public holiday or their designated public holiday dates, are entitled to take time off in lieu in line with National Terms and Conditions
- 8.4 Any additional time off in lieu accrued in respect of work undertaken on a public holiday not incorporated in the annual/public holiday leave entitlement (reference section 7 above) must be taken before the first anniversary of that relevant public holiday. Where this is not operationally possible, payment will be made in lieu.
- 8.5 For pay purposes, a public holiday period is defined as midnight to midnight.

## 9. Management of Leave

### 9.1 All Employees

- 9.1.1 The AfC Terms & Conditions handbook states that the employer (the Trust) will provide employees with access to leave arrangements which support them in balancing their work responsibilities with their personal commitments.
- 9.1.2 Guidance on the levels of annual leave is shown in the table in Appendix 6. In this context, a “team” will be defined by the local management team after discussion with the employees concerned.
- 9.1.3 In exceptional circumstances, as determined by the relevant General Manager, levels of leave may be varied according to the need to provide operational service delivery. (For example large public events) This will be reported to and monitored at the Staff Partnership Forum.

## 9.2 Emergency Operational and EOC

9.2.1 There will be a period where the leave limit will be reduced to 50% of that normally allowed either on specific days or by whole week in order to support the delivery of patient care over the period of highest demand. This period and the associated reductions are to be reviewed and agreed by SPF on a yearly basis.

Over this period of time the Trust will take a number of further steps to support the delivery of patient care in addition to managing leave levels. This may include reducing levels of abstractions i.e. training and secondments, providing additional resources and focusing the activity of operationally qualified managers etc.

In January/February each year the leave level restrictions for the preceding Christmas/New Year period will be reviewed by the Staff Partnership Forum. In order to provide staff with clarity in respect to any leave level restrictions which will apply in the forthcoming Christmas/New Year period, there will be a strict cap on the time period allowed for this. In situations where agreement on the Christmas/New Year leave levels for the year ahead has not been reached by the end of February, then the last agreed annual leave level restrictions will apply for the year ahead (status quo) with the applicable dates when the restrictions apply realigned.

During the two month review period (January/February each year) staff will be required to submit their leave requests for consideration as at 1 March. Processing of leave requests for approval will commence as at 1 March. Subsequent leave requests received after 1 March will be considered in the normal way in line with their local arrangements for approving of leave (see 10.1 below).

## 9.3 Non Operational Staff (and other staff groups not included in 9.2)



- 9.3.1 For these employees there is no reduction on leave over the period described above, however recognising the ability to manage workflows in non operational and/or other staff groups, the levels of leave granted shown in section 9.2 above may be varied at the discretion of their manager within the spirit of the policy.
- 9.3.2 Administrative positions that support operational departments are not included in the above restriction.

## 10. Approval Procedure

- 10.1 Requests for annual leave cannot be made more than 12 months in advance of the requested annual leave dates in normal circumstances. For the Christmas/New Year period where annual leave level restrictions apply for some staff, requests can be made 12 months in advance but will be held during the January/February review period (as referred to in section 9.2.1) or until agreement is reached on the leave levels for the following Christmas/New Year period if agreement is reached sooner than the end of February deadline.
- 10.2 It is the Trust's intention that all staff should enjoy their Annual Leave allocation. In order to achieve this, staff should book leave as far in advance as possible and with at least 14 days notice. This notice period is required to enable the planning of relief/scheduling support shifts and allow those staff to receive as much notice of their shifts as possible. In circumstances where the annual leave requests are likely to exceed leave limits (for example partners in the same team wishing to take leave together) staff should draw this to the manager's attention at the earliest opportunity to allow the request to be considered and enable a decision to be taken.
- 10.3 Annual leave is approved at the discretion of the employee's line manager and facilitated by the admin/scheduling

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department, taking into account the needs of both the service and the circumstance in line with the spirit of this policy.

- 10.4 In circumstances where short notice leave is requested (i.e. less than 14 days), the Assistant General Manager or equivalent have discretion to approve these short notice leave requests. Approval of short notice leave requests will be dependent on both weekly and daily limits and the ability to cover the shift in question. Options to be considered may be spare capacity relief staff, authorised overtime, mutual shift change or a rest day shift swap.
- 10.5 All leave requests will be dealt with promptly and would normally be actioned within 7 calendar days. In the event of the employee not receiving a response within the specified time period, they should contact the line manager/Scheduling Department responsible. Any request that is escalated due to not receiving a response in 7 days must be resolved within a maximum 3 working days.
- 10.6 The maximum annual leave normally granted for any one period of leave is 2 weeks. The 2 week period does not include any rest days that may precede or follow any booked shifts. Leave can commence on any day of the week, if this is agreed within the team/department scheme (see 10.9).
- 10.7 Where a request for an extension to the 2 week leave period limit is made, the General Manager or equivalent will consider each request on an individual basis.
- 10.8 No employee should finalise holiday arrangements or take annual leave before appropriate approval has been given. Where an employee takes annual leave prior to this approval being given, the Trust may consider invoking the Disciplinary Policy (Managing Conduct and Performance).
- 10.9 Systems to ensure a fair allocation of leave, which will provide consistency and equity should be agreed by Locality Area Partnership Forums. This may include special arrangements for

rostering over the Christmas/new year period and/or a local system for the allocation of leave over that period as well. Staff have a responsibility to book their own annual leave, and it is expected that they will have booked 75% of their annual leave entitlement by the end of the 7th month of the start of their annual leave year.

10.10 In the event that an individual has a level of unbooked annual leave above 25% on the 9th month anniversary of their annual leave year, the Trust reserves the right to allocate that individual's annual leave. In these circumstances the individual will be notified in advance of this being allocated.

10.11 In the event that staff have not taken their annual leave entitlement by the end of their annual leave year, they should expect to lose un booked leave in line with this policy unless covered by the circumstances described in section 12.

10.12 Staff have no automatic right to cancel annual leave leading up to the intended leave dates. However, all requests for cancellation of annual leave will be considered on an individual basis and where possible accommodated.

**10.13 Booking annual leave over festive periods**

Employees wishing to book annual leave over the festive periods, should follow the process for booking Christmas and New year annual leave outlined in Appendix 7.

## 11. Time Off for Religious Holidays

11.1 Wherever possible employees wishing to take time off for religious activities should book these times as per annual leave, giving at least 14 days notice to their line manager/Scheduling Department.

11.2 In circumstances where the date of a religious event is only confirmed with short notice, special consideration will be given to the member of staffs' application. In this instance, an option for the employee may be to book additional annual

leave to cover this with the ability to cancel once a firm date is known.

- 11.3 Employees with long-term religious commitments should consider making an application under the Flexible Working Arrangements Policy.
- 11.4 Under the Employment Equality (Religion and Belief) Regulations 2003, a worker may refuse to work on a specific day because of their religion. However, if the Trust can prove that there is no reasonable alternative but for the employee to attend work, the protection will be removed.

## 12 Carry Over Of Annual Leave

- 12.1 All employees are expected to take their full entitlement of annual leave within their personal leave year, however the Trust recognises that employees will occasionally need more annual leave in one year than another. As such employees may carry over to, or bring forwards from, their next annual leave year up to 37.5 hours.pro rata for part time staff.
- 12.2 Where an employee wishes to carry over or bring forward their leave it is expected that they would make their line manager aware.
- 12.3 There is no statutory right to carry over annual leave from one personal leave year into the next, neither is there a right for the employee to elect to receive wages in lieu in these circumstances. As such the Trust reserves the right to remove the provisions of 12.1 in circumstances where the employee has repeatedly failed to adhere to the principles of this policy. For carryover of annual leave for sickness absence reasons please refer to the Trust's Sickness Absence Management Policy.
- 12.4 It will not be normal practice to buy back any unused annual leave. However, the Executive Team may in exceptional

circumstances consider this where it is in the best interests of the service.

## **13. Sickness Absence, Annual Leave and Public Holidays**

13.1 Employees who are ill during a period of annual leave will have the days of absence treated as sickness absence where a medical certificate is provided for each and all days of absence (self-certificates will not be accepted for this purpose). This will therefore allow the employee to take the annual leave at another time. Any GP charges in respect of provision of a medical certificate for periods of less than 7 days will be reimbursed by the Trust. In circumstances where an employee is unable to provide a medical certificate, any request for reimbursement of annual leave will be considered on individual circumstances.

13.2 Where a member of staff is ill on a public holiday which they were scheduled/rostered to work, there will be no entitlement to any additional lieu hours that they may, in line with their local terms and conditions, have accrued if they had worked. However, the public holiday entitlement which forms part of the annual leave (i.e. the 60 hours) will not be affected.

## **14. Changes to Contractual Hours**

14.1 Where staff change their contracted hours, this will result in a re-calculation of their annual and public holiday leave entitlements, prior and post the contractual change date. Assistance with any such re-calculations may be sought from the Human Resources Department.

## **15. Late Return from Annual Leave**

- 15.1 If, for reasons beyond their control, employees know that they will be late returning from annual leave, they must contact their line manager and notify them of their late return as soon as possible.
- 15.2 This leave will normally be unpaid and where prior notification is not received but was possible, the employee may be liable to disciplinary action under the Trust's Disciplinary Policy (Managing Conduct and Performance).

## 16. Lieu Hours (Excluding Public Holiday Lieu Time)

- 16.1 All applications for approval of the taking of lieu time should be made in the same way as for annual leave (see Section 10 above).
- 16.2 Where lieu hours are claimed as an alternative to overtime payments, the lieu time entitlement is at plain time on an hour for hour worked basis.
- 16.3 Time off in lieu must be taken at a mutually agreed time, and will be managed by the GRS system through the annual leave policy. If it is not possible to agree time off in lieu within three months, then overtime should be paid, unless the member of staff requests an extension to the three month time period. Lieu time must be taken within one year, or paid as overtime or additional hours as appropriate (at the rate at which it should have been paid). The time off in lieu element of this paragraph also applies to staff in pay bands 8 and 9.

## 17. Requests for Unpaid Leave

- 17.1 Where staff wish to request additional unpaid leave, consideration should be made as to whether another Trust policy may apply, for example the Trust's Special Leave Policy.

- 17.2 In cases where unpaid leave is requested and falls outside of the remit of other Trust policies, consideration will be made on an individual basis. Any subsequent granting of additional unpaid leave will only be permitted where staff have already taken all of the annual leave they have accrued to the date they commence the unpaid leave. Unpaid leave will be authorised by the General Manager or equivalent.

## 18. Leaving the Trust's Employment

- 18.1 Employees leaving the Trust's employment will have their outstanding annual leave, accrued but not taken, calculated pro rata to the actual service in their personal leave year. A payment will be made in lieu of such leave and will be subject to relevant deductions. This principle will also apply to public holiday hours and other accrued time which has not been taken.
- 18.2 Where annual leave taken prior to termination of employment exceeds an employees pro rata entitlement for that annual leave year, the Trust will deduct the equivalent of the payments for such additional days from the employee's final salary payment. This principle will also apply to public holiday hours taken in excess for the pro rata entitlement at the time of leaving.
- 18.3 Employees who are working out their notice will be allowed to take annual leave during this period, provided it has been booked in advance. Requests to take leave during a notice period will be approved wherever possible. However, this may not always be practicable due to the need to complete outstanding work, handover to a successor or other service needs. The Trust therefore reserves the right to refuse requests for leave during notice periods.
- 18.4 The Trust reserves the right to recover accrued annual leave pay from employees who are dismissed for theft or fraud involving either patients or the NHS or who leave the Trust without giving due notice.

18.5 Employees entitled to the pre-1986 'frozen' annual leave agreement should refer to their local HR office for advice and guidance.

18.6 Employees volume of leave will be adjusted to include any carry over/brought forward annual leave in line with Section 12 above where appropriate.

## 19. Retirement

19.1 Once a decision has been made on an employee's retirement date, they should endeavour to ensure that all accrued annual leave is taken prior to their retirement date. Payment in lieu will not be made for annual leave not taken at the date of retirement. Staff unable to take leave because of sickness will have their date of termination extended by the outstanding leave entitlement, unless doing so would extend their service beyond the Trust's default retirement age of their 70th birthday at which point the leave will be lost.

## 20. Annual Leave 'Buy Back'

Employees should take their full annual entitlement each year and managers should endeavour to ensure that the workloads of employees do not prevent any employee from taking their entitlement to annual leave. The Trust understands that in exceptional circumstances that increased operational requirements will mean that it may sometimes be difficult for some staff to take all of their annual leave entitlement.

As a result, the Trust has introduced an annual leave 'buy back' scheme for employees. All Trust staff on substantive or fixed term contracts will have the opportunity to 'sell' up to 1 week's (37.5 hours) annual leave from their current year's leave entitlement.



The process to buy back annual leave is outlined in Appendix 8.

## 21. Policy Review

- 21.1 This policy will be reviewed bi-annually under the direction of the Staff Partnership Forum or amended in the light of new employment legislation and/or relevant case law.
- 21.2 As outlined under section 9.2.1 above, an annual review of leave levels applicable to Emergency Operational and EOC for the Christmas/New Year period will be undertaken in January/February each year and agreed by SPF.

## Appendix 1

### Table of AGENDA FOR CHANGE Annual Leave Entitlements

(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	199.8	214.6	244.2
36.5	197.1	211.7	240.9
36.0	194.4	208.8	237.6
35.5	191.7	205.9	234.3
35.0	189.0	203.0	231.0
34.5	186.3	200.1	227.7
34.0	183.6	197.2	224.4
33.5	180.9	194.3	221.1
33.0	178.2	191.4	217.8
32.5	175.5	188.5	214.5
32.0	172.8	185.6	211.2
31.5	170.1	182.7	207.9
31.0	167.4	179.8	204.6
30.5	164.7	176.9	201.3
30.0	162.0	174.0	198.0
29.5	159.3	171.1	194.7
29.0	156.6	168.2	191.4
28.5	153.9	165.3	188.1
28.0	151.2	162.4	184.8

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<b>HOURS EQUIVALENT</b>			
<b>27.5</b>	<b>148.5</b>	<b>159.5</b>	<b>181.5</b>
<b>27.0</b>	<b>145.8</b>	<b>156.6</b>	<b>178.2</b>
<b>26.5</b>	<b>143.1</b>	<b>153.7</b>	<b>174.9</b>
<b>26.0</b>	<b>140.4</b>	<b>150.8</b>	<b>171.6</b>
<b>25.5</b>	<b>137.7</b>	<b>147.9</b>	<b>168.3</b>
<b>25.0</b>	<b>135.0</b>	<b>145.0</b>	<b>165.0</b>
<b>24.5</b>	<b>132.3</b>	<b>142.1</b>	<b>161.7</b>
<b>24.0</b>	<b>129.6</b>	<b>139.2</b>	<b>158.4</b>
<b>23.5</b>	<b>126.9</b>	<b>136.3</b>	<b>155.1</b>
<b>23.0</b>	<b>124.2</b>	<b>133.4</b>	<b>151.8</b>
<b>22.5</b>	<b>121.5</b>	<b>130.5</b>	<b>148.5</b>
<b>22.0</b>	<b>118.8</b>	<b>127.6</b>	<b>145.2</b>
<b>21.5</b>	<b>116.1</b>	<b>124.7</b>	<b>141.9</b>
<b>21.0</b>	<b>113.4</b>	<b>121.8</b>	<b>138.6</b>
<b>20.5</b>	<b>110.7</b>	<b>118.9</b>	<b>135.3</b>
<b>20.0</b>	<b>108.0</b>	<b>116.0</b>	<b>132.0</b>
<b>19.5</b>	<b>105.3</b>	<b>113.1</b>	<b>128.7</b>
<b>19.0</b>	<b>102.6</b>	<b>110.2</b>	<b>125.4</b>
<b>18.5</b>	<b>99.9</b>	<b>107.3</b>	<b>122.1</b>
<b>18.0</b>	<b>97.2</b>	<b>104.4</b>	<b>118.8</b>
<b>17.5</b>	<b>94.5</b>	<b>101.5</b>	<b>115.5</b>
<b>17.0</b>	<b>91.8</b>	<b>98.6</b>	<b>112.2</b>
<b>16.5</b>	<b>89.1</b>	<b>95.7</b>	<b>108.9</b>
<b>16.0</b>	<b>86.4</b>	<b>92.8</b>	<b>105.6</b>
<b>15.5</b>	<b>83.7</b>	<b>89.9</b>	<b>102.3</b>
<b>15.0</b>	<b>81.0</b>	<b>87.0</b>	<b>99.0</b>
<b>14.5</b>	<b>78.3</b>	<b>84.1</b>	<b>95.7</b>
<b>14.0</b>	<b>75.6</b>	<b>81.2</b>	<b>92.4</b>
<b>13.5</b>	<b>72.9</b>	<b>78.3</b>	<b>89.1</b>
<b>13.0</b>	<b>70.2</b>	<b>75.4</b>	<b>85.8</b>

POL088 – Annual Leave Policy

<b>HOURS EQUIVALENT</b>			
<b>12.5</b>	67.5	72.5	82.5
<b>12.0</b>	64.8	69.6	79.2
<b>11.5</b>	62.1	66.7	75.9
<b>11.0</b>	59.4	63.8	72.6
<b>10.5</b>	56.7	60.9	69.3
<b>10.0</b>	54.0	58.0	66.0
<b>9.5</b>	51.3	55.1	62.7
<b>9.0</b>	48.6	52.2	59.4
<b>8.5</b>	45.9	49.3	56.1
<b>8.0</b>	43.2	46.4	52.8
<b>7.5</b>	40.5	43.5	49.5
<b>7.0</b>	37.8	40.6	46.2
<b>6.5</b>	35.1	37.7	42.9
<b>6.0</b>	32.4	34.8	39.6
<b>5.5</b>	29.7	31.9	36.3
<b>5.0</b>	27.0	29.0	33.0
<b>4.5</b>	24.3	26.1	29.7
<b>4.0</b>	21.6	23.2	26.4
<b>3.5</b>	18.9	20.3	23.1
<b>3.0</b>	16.2	17.4	19.8
<b>2.5</b>	13.5	14.5	16.5
<b>2.0</b>	10.8	11.6	13.2
<b>1.5</b>	8.1	8.7	9.9
<b>1.0</b>	5.4	5.8	6.6
<b>0.5</b>	2.7	2.9	3.3

## Appendix 2

**Table of TRUST (Pre AFC) Annual Leave Entitlements  
for Cambridgeshire, Norfolk and Suffolk.  
(Exclusive of Public Holidays)**

WEEKLY BASIC CONTRACT ED HOURS	ON	AFTER 5	AFTER 10
	APPOINTM ENT	YEARS SERVICE	YEARS SERVICE
	22 DAYS	25 DAYS	27 DAYS
HOURS EQUIVALENT			
40.0	176.0	200.0	216.0
39.5	173.8	197.5	213.3
39.0	171.6	195.0	210.6
38.5	169.4	192.5	207.9
38.0	167.2	190.0	205.2
37.5	165.0	187.5	202.5
37.0	162.8	185.0	199.8
36.5	160.6	182.5	197.1
36.0	158.4	180.0	194.4
35.5	156.2	177.5	191.7
35.0	154.0	175.0	189.0
34.5	151.8	172.5	186.3
34.0	149.6	170.0	183.6
33.5	147.4	167.5	180.9
33.0	145.2	165.0	178.2
32.5	143.0	162.5	175.5
32.0	140.8	160.0	172.8
31.5	138.6	157.5	170.1
31.0	136.4	155.0	167.4
30.5	134.2	152.5	164.7

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<b>HOURS EQUIVALENT</b>			
<b>30.0</b>	132.0	150.0	162.0
<b>29.5</b>	129.8	147.5	159.3
<b>29.0</b>	127.6	145.0	156.6
<b>28.5</b>	125.4	142.5	153.9
<b>28.0</b>	123.2	140.0	151.2
<b>27.5</b>	121.0	137.5	148.5
<b>27.0</b>	118.8	135.0	145.8
<b>26.5</b>	116.6	132.5	143.1
<b>26.0</b>	114.4	130.0	140.4
<b>25.5</b>	112.2	127.5	137.7
<b>25.0</b>	110.0	125.0	135.0
<b>24.5</b>	107.8	122.5	132.3
<b>24.0</b>	105.6	120.0	129.6
<b>23.5</b>	103.4	117.5	126.9
<b>23.0</b>	101.2	115.0	124.2
<b>22.5</b>	99.0	112.5	121.5
<b>22.0</b>	96.8	110.0	118.8

<b>HOURS EQUIVALENT</b>			
<b>21.5</b>	94.6	107.5	116.1
<b>21.0</b>	92.4	105.0	113.4
<b>20.5</b>	90.2	102.5	110.7
<b>20.0</b>	88.0	100.0	108.0
<b>19.5</b>	85.8	97.5	105.3
<b>19.0</b>	83.6	95.0	102.6
<b>18.5</b>	81.4	92.5	99.9
<b>18.0</b>	79.2	90.0	97.2
<b>17.5</b>	77.0	87.5	94.5
<b>17.0</b>	74.8	85.0	91.8
<b>16.5</b>	72.6	82.5	89.1
<b>16.0</b>	70.4	80.0	86.4

POL088 – Annual Leave Policy

<b>HOURS EQUIVALENT</b>			
15.5	68.2	77.5	83.7
15.0	66.0	75.0	81.0
14.5	63.8	72.5	78.3
14.0	61.6	70.0	75.6
13.5	59.4	67.5	72.9
13.0	57.2	65.0	70.2
12.5	55.0	62.5	67.5
12.0	52.8	60.0	64.8
11.5	50.6	57.5	62.1
11.0	48.4	55.0	59.4
10.5	46.2	52.5	56.7
10.0	44.0	50.0	54.0
9.5	41.8	47.5	51.3
9.0	39.6	45.0	48.6
8.5	37.4	42.5	45.9
8.0	35.2	40.0	43.2
7.5	33.0	37.5	40.5
7.0	30.8	35.0	37.8
6.5	28.6	32.5	35.1
6.0	26.4	30.0	32.4
5.5	24.2	27.5	29.7
5.0	22.0	25.0	27.0
4.5	19.8	22.5	24.3
4.0	17.6	20.0	21.6
3.5	15.4	17.5	18.9
3.0	13.2	15.0	16.2
2.5	11.0	12.5	13.5
2.0	8.8	10.0	10.8
1.5	6.6	7.5	8.1
1.0	4.4	5.0	5.4
0.5	2.2	2.5	2.7

## Appendix 3

**Table of TRUST (Pre AFC) Annual Leave Entitlements  
for Essex.**  
(Exclusive of Public Holidays)

WEEKLY BASIC CONTRACT ED HOURS	ON	AFTER	5	AFTER	10
	APPOINTME	YEARS		YEARS	
	NT	SERVICE		SERVICE	
	22 DAYS	26 DAYS		28 DAYS	
	<b>HOURS EQUIVALENT</b>				
40.0	176.0	208.0		224.0	
39.5	173.8	205.4		221.2	
39.0	171.6	202.8		218.4	
38.5	169.4	200.2		215.6	
38.0	167.2	197.6		212.8	
37.5	165.0	195.0		210.0	
37.0	162.8	192.4		207.2	
36.5	160.6	189.8		204.4	
36.0	158.4	187.2		201.6	
35.5	156.2	184.6		198.8	
35.0	154.0	182.0		196.0	
34.5	151.8	179.4		193.2	
34.0	149.6	176.8		190.4	
33.5	147.4	174.2		187.6	
<b>HOURS EQUIVALENT</b>					
33.0	145.2	171.6		184.8	
32.5	143.0	169.0		182.0	
32.0	140.8	166.4		179.2	
31.5	138.6	163.8		176.4	
31.0	136.4	161.2		173.6	
30.5	134.2	158.6		170.8	



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<b>HOURS EQUIVALENT</b>			
<b>30.0</b>	132.0	156.0	168.0
<b>29.5</b>	129.8	153.4	165.2
<b>29.0</b>	127.6	150.8	162.4
<b>28.5</b>	125.4	148.2	159.6
<b>28.0</b>	123.2	145.6	156.8
<b>27.5</b>	121.0	143.0	154.0
<b>27.0</b>	118.8	140.4	151.2
<b>26.5</b>	116.6	137.8	148.4
<b>26.0</b>	114.4	135.2	145.6
<b>25.5</b>	112.2	132.6	142.8
<b>25.0</b>	110.0	130.0	140.0
<b>24.5</b>	107.8	127.4	137.2
<b>24.0</b>	105.6	124.8	134.4
<b>23.5</b>	103.4	122.2	131.6
<b>23.0</b>	101.2	119.6	128.8
<b>22.5</b>	99.0	117.0	126.0

<b>HOURS EQUIVALENT</b>			
<b>22.0</b>	96.8	114.4	123.2
<b>21.5</b>	94.6	111.8	120.4
<b>21.0</b>	92.4	109.2	117.6
<b>20.5</b>	90.2	106.6	114.8
<b>20.0</b>	88.0	104.0	112.0
<b>19.5</b>	85.8	101.4	109.2
<b>19.0</b>	83.6	98.8	106.4
<b>18.5</b>	81.4	96.2	103.6
<b>18.0</b>	79.2	93.6	100.8
<b>17.5</b>	77.0	91.0	98.0
<b>17.0</b>	74.8	88.4	95.2
<b>16.5</b>	72.6	85.8	92.4
<b>16.0</b>	70.4	83.2	89.6

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<b>HOURS EQUIVALENT</b>			
15.5	68.2	80.6	86.8
15.0	66.0	78.0	84.0
14.5	63.8	75.4	81.2
14.0	61.6	72.8	78.4
13.5	59.4	70.2	75.6
13.0	57.2	67.6	72.8
12.5	55.0	65.0	70.0
12.0	52.8	62.4	67.2
11.5	50.6	59.8	64.4
11.0	48.4	57.2	61.6
10.5	46.2	54.6	58.8
10.0	44.0	52.0	56.0
9.5	41.8	49.4	53.2
9.0	39.6	46.8	50.4
8.5	37.4	44.2	47.6
8.0	35.2	41.6	44.8
7.5	33.0	39.0	42.0
7.0	30.8	36.4	39.2
6.5	28.6	33.8	36.4
6.0	26.4	31.2	33.6
5.5	24.2	28.6	30.8
5.0	22.0	26.0	28.0
4.5	19.8	23.4	25.2
4.0	17.6	20.8	22.4
3.5	15.4	18.2	19.6
3.0	13.2	15.6	16.8
2.5	11.0	13.0	14.0
2.0	8.8	10.4	11.2
1.5	6.6	7.8	8.4
1.0	4.4	5.2	5.6
0.5	2.2	2.6	2.8

## Appendix 4

**Table of TRUST (Pre AFC) Annual Leave Entitlements  
for Bedfordshire and Hertfordshire  
(Exclusive of Public Holidays)**

WEEKLY BASIC CONTRACT ED HOURS	ON APPOINTME NT	AFTER 5 YEARS SERVICE	AFTER 10 YEARS SERVICE
	22 DAYS	25 DAYS	27 DAYS
<b>HOURS EQUIVALENT</b>			
41.0	180.4	205.0	221.4
40.5	178.2	202.5	218.7
40.0	176.0	200.0	216.0
39.5	173.8	197.5	213.3
39.0	171.6	195.0	210.6
38.5	169.4	192.5	207.9
38.0	167.2	190.0	205.2
37.5	165.0	187.5	202.5
37.0	162.8	185.0	199.8
36.5	160.6	182.5	197.1
36.0	158.4	180.0	194.4
35.5	156.2	177.5	191.7
35.0	154.0	175.0	189.0
34.5	151.8	172.5	186.3
34.0	149.6	170.0	183.6
33.5	147.4	167.5	180.9
33.0	145.2	165.0	178.2
32.5	143.0	162.5	175.5
32.0	140.8	160.0	172.8
31.5	138.6	157.5	170.1

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<b>HOURS EQUIVALENT</b>			
<b>31.0</b>	136.4	155.0	167.4
<b>30.5</b>	134.2	152.5	164.7
<b>30.0</b>	132.0	150.0	162.0
<b>29.5</b>	129.8	147.5	159.3
<b>29.0</b>	127.6	145.0	156.6
<b>28.5</b>	125.4	142.5	153.9
<b>28.0</b>	123.2	140.0	151.2
<b>27.5</b>	121.0	137.5	148.5
<b>27.0</b>	118.8	135.0	145.8
<b>26.5</b>	116.6	132.5	143.1
<b>26.0</b>	114.4	130.0	140.4
<b>25.5</b>	112.2	127.5	137.7
<b>25.0</b>	110.0	125.0	135.0
<b>24.5</b>	107.8	122.5	132.3
<b>24.0</b>	105.6	120.0	129.6
<b>23.5</b>	103.4	117.5	126.9
<b>23.0</b>	101.2	115.0	124.2

<b>HOURS EQUIVALENT</b>			
<b>22.5</b>	99.0	112.5	121.5
<b>22.0</b>	96.8	110.0	118.8
<b>21.5</b>	94.6	107.5	116.1
<b>21.0</b>	92.4	105.0	113.4
<b>20.5</b>	90.2	102.5	110.7
<b>20.0</b>	88.0	100.0	108.0
<b>19.5</b>	85.8	97.5	105.3
<b>19.0</b>	83.6	95.0	102.6
<b>18.5</b>	81.4	92.5	99.9
<b>18.0</b>	79.2	90.0	97.2
<b>17.5</b>	77.0	87.5	94.5

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<b>HOURS EQUIVALENT</b>			
<b>17.0</b>	74.8	85.0	91.8
<b>16.5</b>	72.6	82.5	89.1
<b>16.0</b>	70.4	80.0	86.4
<b>15.5</b>	68.2	77.5	83.7
<b>15.0</b>	66.0	75.0	81.0
<b>14.5</b>	63.8	72.5	78.3
<b>14.0</b>	61.6	70.0	75.6
<b>13.5</b>	59.4	67.5	72.9
<b>13.0</b>	57.2	65.0	70.2
<b>12.5</b>	55.0	62.5	67.5
<b>12.0</b>	52.8	60.0	64.8
<b>11.5</b>	50.6	57.5	62.1
<b>11.0</b>	48.4	55.0	59.4
<b>10.5</b>	46.2	52.5	56.7
<b>10.0</b>	44.0	50.0	54.0
<b>9.5</b>	41.8	47.5	51.3
<b>9.0</b>	39.6	45.0	48.6
<b>8.5</b>	37.4	42.5	45.9
<b>8.0</b>	35.2	40.0	43.2
<b>7.5</b>	33.0	37.5	40.5
<b>7.0</b>	30.8	35.0	37.8
<b>6.5</b>	28.6	32.5	35.1
<b>6.0</b>	26.4	30.0	32.4
<b>5.5</b>	24.2	27.5	29.7
<b>5.0</b>	22.0	25.0	27.0
<b>4.5</b>	19.8	22.5	24.3
<b>4.0</b>	17.6	20.0	21.6
<b>3.5</b>	15.4	17.5	18.9
<b>3.0</b>	13.2	15.0	16.2
<b>2.5</b>	11.0	12.5	13.5
<b>2.0</b>	8.8	10.0	10.8
<b>1.5</b>	6.6	7.5	8.1

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<b>HOURS EQUIVALENT</b>			
<b>1.0</b>	4.4	5.0	5.4
<b>0.5</b>	2.2	2.5	2.7

## Appendix 5

### Table of Public Holiday Entitlements

(Based on whole year 8-day entitlement)

Please note this table relates to the public holiday entitlements under Agenda for Change, i.e. based on a full-time hours being 37.5 per week. Public holiday entitlements for previous Trust contracts should be calculated in accordance with the standard contracted hours under those contracts.

<b>WEEKLY CONTRACTED HOURS</b>	<b>BASIC HOURLY ENTITLEMENT FOR FULL YEAR</b>	<b>HOURLY ENTITLEMENT ON EACH PUBLIC HOLIDAY AS IT OCCURS</b>
37.5	60.0	7.5
37.0	59.2	7.4
36.5	58.4	7.3
36.0	57.6	7.2
35.5	56.8	7.1
35.0	56.0	7.0
34.5	55.2	6.9
34.0	54.4	6.8
33.5	53.6	6.7
33.0	52.8	6.6
32.5	52.0	6.5
32.0	51.2	6.4
31.5	50.4	6.3
31.0	49.6	6.2
30.5	48.8	6.1
30.0	48.0	6.0
29.5	47.2	5.9

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<b>HOURS EQUIVALENT</b>		
29.0	46.4	5.8
28.5	45.6	5.7
28.0	44.8	5.6
27.5	44.0	5.5
27.0	43.2	5.4
26.5	42.4	5.3
26.0	41.6	5.2
25.5	40.8	5.1
25.0	40.0	5.0
24.5	39.2	4.9
24.0	38.4	4.8
23.5	37.6	4.7
23.0	36.8	4.6
22.5	36.0	4.5
22.0	35.2	4.4
21.5	34.4	4.3
21.0	33.6	4.2
20.5	32.8	4.1

<b>WEEKLY BASIC CONTRACTED HOURS</b>	<b>HOURLY ENTITLEMENT FOR FULL LEAVE YEAR</b>	<b>HOURLY ENTITLEMENT ON EACH PUBLIC HOLIDAY AS IT OCCURS</b>
20.0	32.0	4.0
19.5	31.2	3.9
19.0	30.4	3.8
18.5	29.6	3.7
18.0	28.8	3.6
17.5	28.0	3.5
17.0	27.2	3.4
16.5	26.4	3.3



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<b>HOURS EQUIVALENT</b>		
16.0	25.6	3.2
15.5	24.8	3.1
15.0	24.0	3.0
14.5	23.2	2.9
14.0	22.4	2.8
13.5	21.6	2.7
13.0	20.8	2.6
12.5	20.0	2.5
12.0	19.2	2.4
11.5	18.4	2.3
11.0	17.6	2.2
10.5	16.8	2.1
10.0	16.0	2.0
9.5	15.2	1.9
9.0	14.4	1.8
8.5	13.6	1.7
8.0	12.8	1.6
7.5	12.0	1.5
7.0	11.2	1.4
6.5	10.4	1.3
6.0	9.6	1.2
5.5	8.8	1.1
5.0	8.0	1.0
4.5	7.2	0.9
4.0	6.4	0.8
3.5	5.6	0.7
3.0	4.8	0.6
2.5	4.0	0.5
2.0	3.2	0.4
1.5	2.4	0.3
1.0	1.6	0.2
0.5	0.8	0.1

## APPENDIX 6

Leave may be granted within the following weekly and daily limits. These limits have been set to enable all staff to take their leave within any given leave year. Please note; weekly limits will be rounded up to accommodate the next complete shift duration.

The calculation to arrive at these limits has taken into consideration the variance between some very popular leave weeks and others where very low levels of leave are booked. Any teams smaller than those shown below will need to agree local weekly and daily limits.

		<b>Maximum off per day</b>				
		<b>For rotas covering 7 days week</b>				<b>Rotas covering 5 days</b>
<b>Number of staff in team</b>	<b>Total hours leave available per week</b>	<b>12 hour teams</b>	<b>10 hour teams</b>	<b>9 hour teams</b>	<b>8 hour teams</b>	<b>8 hour teams</b>
8	71	2	2	2	3	3
9	80	2	2	3	3	4
10	89	2	2	3	3	4
11	97	2	3	3	3	4
12	106	2	3	3	3	5
13	115	2	3	3	3	5
14	124	2	3	3	3	5
15	133	2	3	3	4	5
16	142	3	3	3	4	6
17	151	3	3	4	4	6
18	159	3	3	4	4	6
19	168	3	4	4	5	7
20	177	3	4	4	5	7
21	186	3	4	5	5	7
22	195	3	4	5	5	7

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<b>HOURS EQUIVALENT</b>						
23	204	4	4	5	6	8
24	213	4	5	5	6	8
25	221	4	5	5	6	8
26	230	4	5	6	6	9
27	239	4	5	6	6	9
28	248	4	5	6	7	9
29	257	5	5	6	7	10
30	266	5	6	6	7	10
31	275	5	6	6	7	10
32	283	5	6	7	8	11
33	292	5	6	7	8	11
34	301	5	6	7	8	11
35	310	5	6	7	8	11
36	319	5	7	7	8	12
37	328	6	7	8	9	12
38	336	6	7	8	9	12
39	345	6	7	8	9	13
40	354	6	7	8	9	13
41	363	6	7	8	9	13
42	372	6	8	9	10	13
43	381	6	8	9	10	14
44	390	7	8	9	10	14

		<b>Maximum off per day</b>				
		<b>For rotas covering 7 days week</b>				<b>Rotas covering 5 days</b>
<b>Number of staff in team</b>	<b>Total hours leave available per week</b>	<b>12 hour teams</b>	<b>10 hour teams</b>	<b>9 hour teams</b>	<b>8 hour teams</b>	<b>8 hour teams</b>
45	398	7	8	9	10	14
46	407	7	8	9	10	15
47	416	7	8	9	11	15

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HOURS EQUIVALENT						
48	425	7	9	10	11	15
49	434	7	9	10	11	15
50	443	7	9	10	11	16
51	452	7	9	10	11	16
52	460	8	9	10	12	16
53	469	8	9	10	12	16
54	478	8	9	11	12	17
55	487	8	10	11	12	17
56	496	8	10	11	12	17
57	505	8	10	11	13	18
58	514	8	10	11	13	18
59	522	8	10	11	13	18
60	531	8	10	11	13	18
61	540	9	10	12	13	18
62	549	9	11	12	13	19
63	558	9	11	12	14	19
64	567	9	11	12	14	19
65	576	9	11	12	14	19
66	584	9	11	12	14	20
67	593	9	11	13	14	20
68	602	9	11	13	14	20
69	611	10	12	13	15	20
70	620	10	12	13	15	21
71	629	10	12	13	15	21
72	638	10	12	13	15	21
73	646	10	12	13	15	21
74	655	10	12	14	15	22
75	664	10	12	14	16	22
76	673	10	12	14	16	22
77	682	10	13	14	16	22
78	691	10	13	14	16	22
79	700	11	13	14	16	23
80	708	11	13	14	16	23
81	717	11	13	15	16	23
82	726	11	13	15	17	23
83	735	11	13	15	17	24

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<b>HOURS EQUIVALENT</b>						
84	744	11	13	15	17	24
85	753	11	13	15	17	24
86	762	11	14	15	17	24
87	770	11	14	15	17	24
88	779	11	14	15	18	25
89	788	12	14	16	18	25

		<b>Maximum off per day</b>				
		<b>For rotas covering 7 days week</b>			<b>Rotas covering 5 days</b>	
<b>Number of staff in team</b>	<b>Total hours leave available per week</b>	<b>12 hour teams</b>	<b>10 hour teams</b>	<b>9 hour teams</b>	<b>8 hour teams</b>	<b>8 hour teams</b>
90	797	12	14	16	18	25
91	806	12	14	16	18	25
92	815	12	14	16	18	25
93	824	12	14	16	18	26
94	832	12	15	16	19	26
95	841	12	15	17	19	26
96	850	12	15	17	19	27
97	859	12	15	17	19	27
98	868	13	15	17	19	27
99	877	13	15	17	20	27
100	886	13	16	17	20	28
101	894	13	16	18	20	28
102	903	13	16	18	20	28
103	912	13	16	18	20	28
104	921	13	16	18	21	29
105	930	14	16	18	21	29

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HOURS EQUIVALENT						
106	939	14	17	18	21	29
107	947	14	17	19	21	30
108	956	14	17	19	21	30
109	965	14	17	19	22	30
110	974	14	17	19	22	30
111	983	14	17	19	22	31
112	992	14	17	20	22	31
113	1001	15	18	20	22	31
114	1009	15	18	20	22	31
115	1018	15	18	20	23	32
116	1027	15	18	20	23	32
117	1036	15	18	20	23	32
118	1045	15	18	21	23	33
119	1054	15	19	21	23	33
120	1063	15	19	21	24	33

## APPENDIX 7

### CHRISTMAS AND NEW YEAR ANNUAL LEAVE BOOKING PROCESS

Most teams have a process in place for booking annual leave over the festive period, that work for them.

The Trust will, however, **no longer adopt a ‘first come first serve’ basis** for booking annual leave over the festive period.

#### Methods of booking leave over the festive period

- Locally agreed methods: Managers should retain their local approach to booking leave over the festive period and continue if it is fair and works for their staff.
- Priority Grouping System: In this method, Managers are required to split their teams into 6 priority groups. First year staff in priority group 1 choose their annual leave for that year’s festive period. Then the following year staff in priority group 2 book their annual leave for the festive period, for that year. This continues until all 6 groups have had their turn and then it starts again.

Under this method annual leave requests are approved at the end of each month. Shift swaps will also be allowed amongst staff, within this method.

- Points Based System: See detailed process below.

#### Points-based method

##### Dates of operation:

The festive annual leave procedure will be in operation for 3 weeks from the 15<sup>th</sup> of December until the 4<sup>th</sup> of January every year. For annual leave outside of these dates, please refer to the Trust’s Annual Leave Policy.

Process of granting Annual leave:

Managers will review all annual leave requests covering the dates of operation listed above in April/May and staff will be informed by the end of May of that year, subject to annual leave levels being set by the Trust.

A point's-based system will then be applied to each individual requesting leave; calculating points based on how many of the key dates listed below were worked in the previous two years.

Annual leave will then be granted to those with the highest scoring points in each role, in line with the Annual Leave Policy Appendix 6, although bearing in mind the levels will be reduced as per section 9.2.1 of the Annual leave Policy.

The below dates will be awarded **10** points per shift worked (N.B. these are awarded for the shift regardless of contracted shift length):

**CHRISTMAS EVE NIGHT SHIFT  
CHRISTMAS DAY DAY SHIFT  
CHRISTMAS DAY NIGHT SHIFT  
BOXING DAY DAY SHIFT  
NEW YEARS EVE NIGHT SHIFT  
NEW YEARS DAY DAY SHIFT**

The below dates will be awarded **5** points per shift worked (N.B. these are awarded for the shift regardless of contracted shift length):

**CHRISTMAS EVE DAY SHIFT  
BOXING DAY NIGHT SHIFT  
NEW YEARS EVE DAY SHIFT  
NEW YEAR DAY NIGHT SHIFT**



*Table 1 shows – An example Spreadsheet for each year*

Only core shifts will attract these points. Should you work a shift on overtime then you will not accrue any points for the annual leave system.

Points will only be accrued if you work the shift. If you were rostered for that shift and then absent then you will not accrue any points.

In the event that two members of staff in the same role gain the same number of points, and the annual leave limits do not afford both to be given annual leave, points will also be calculated for the preceding year, with annual leave awarded to those with the highest points.

Once the calculations have been performed the results will be shared, to ensure an honest and transparent process has taken place.

#### Annual leave cut-off date

The last date for submission for annual leave requests covering this period is the 1<sup>st</sup> April at midnight. Any submissions past this date will not be processed.

#### Shift swaps

Shift swaps will be allowed but both shifts must be completed within the dates this festive procedure covers.

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Table 1 Example of a Spreadsheet for each year

Staff Name	Job Role	Christmas Eve Day 5 points	Christmas Eve Night 10 points	Christmas Day 10 points	Christmas Night 10 points	Boxing Day 10 points	Boxing Day Night 5 points	NYE Day 5 points	NYE Night 10 points	NY Day 10 points	NY Day Night 5 points	TOTAL
	DM		10				5	5		10		30
	DM			10		10						20
	DM											0
	DM	Mat Leave										0
	DTL				10		5	5		10		30
	DTL	5			10					10		25
	DTL				10				10		5	25
	DTL			10		10						20
	DTL						5	5				10
	DTL				10							10
	DTL											0
	DTL				10						5	15

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Staff Name	Job Role	Christmas Eve Day 5 points	Christmas Eve Night 10 points	Christmas Day 10 points	Christmas Night 10 points	Boxing Day 10 points	Boxing Day Night 5 points	NYE Day 5 points	NYE Night 10 points	NY Day Day 10 points	NY Day Night 5 points	TOTAL
	Dispatcher				10		5	5		10		30
	Dispatcher		10						10		5	25
	Dispatcher		10						10			20

## APPENDIX 8

### Annual Leave 'Buy Back' process

- Applications to 'sell' leave can only be approved where this is to support the delivery of services during periods of pressure.
- Staff must have taken or booked their statutory minimum AL allowance of 28 days (210 hours) including public holidays / 20 days (150 hours) where public holidays are not front-loaded on GRS (pro rata for part-time employees)
- Applications can be for a maximum of 37.5 hours (pro-rata for part time staff)
- 'Sold' annual leave will be paid at plain time
- Applications must be supported by your line manager, following a review of your health and wellbeing
- If staff leave the Trust having taken more than their accrued leave entitlement (including hours 'sold' through this process) their final salary will be amended accordingly.

If you are unsure of any details, or have any questions, please contact your manager or local HR representative.

#### **Actions for employee:**

- Check GRS for current annual leave position, that this is up to date (including any recent annual leave requests)
- If you are considering cancelling and 'selling' pre-booked annual leave check that this was for approved leave.
- Ensure your request is for a maximum of 37.5 hours \*
- Ensure that statutory annual leave has already been booked/taken/carried forward (either 28 days (210 hours) WTE

or 20 days (150 hours) WTE where public holidays are not front-loaded on GRS).

- Complete a HR2 form for the Annual leave Buy Back, as your application and email it to your AGM or appropriate senior manager. *(Your email will be used as your authorisation for payment to be made at plain time via payroll and for the annual leave to be deducted from your current personal leave year).*
- Successful applications will be processed by Payroll and paid in .....
- If you leave the Trust having taken more annual leave (including any 'sold' as part of this process, then the balance will be recouped in your final salary upon leaving at the rate at which it has been 'sold').

**Actions for line manager:**

- Ensure that a request is a service delivery requirement.
- Ensure that statutory minimum annual leave has already been booked, taken or intend to take in their annual leave year. Statutory minimum (28 days/210 hours pro rata
- Note the amount of untaken/unbooked annual leave in the space on the HR2a as verification that GRS has been checked.,
- Review employee health / wellbeing and that the HR2 application has been completed accurately.
- Authorise where annual leave is available (up to a maximum of 37.5 hours\* / pro rata for P/T employees),
- Forward authorised HR2a to the following email addresses: [ALBuyBack@eastamb.nhs.uk](mailto:ALBuyBack@eastamb.nhs.uk) and [HRPayrollForms@eastamb.nhs.uk](mailto:HRPayrollForms@eastamb.nhs.uk),

\*Applications for fewer than 37.5 hours annual leave can also be made

- Inappropriately completed or incorrect forms will be rejected, and the line manager informed.

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- GRS will be updated centrally following approval of HR2a forms to reduce load on the system.
- Any employee who chooses to cancel and 'sell' leave booked during this period will return to their substantive shift if they have a rota line. Relief staff will be planned a shift as appropriate.

## APPENDIX 9

### Equality Impact Assessment

EIA Cover Sheet																	
Name of process/policy																	
Is the process new or existing? If existing, state policy reference number																	
Person responsible for process/policy																	
Directorate and department/section																	
Name of assessment lead or EIA assessment team members																	
Has consultation taken place? Was consultation internal or external? (please state below):																	
The assessment is being made on:	<table border="1"> <tr> <td>Guidelines</td> <td></td> </tr> <tr> <td>Written policy involving staff and patients</td> <td></td> </tr> <tr> <td>Strategy</td> <td></td> </tr> <tr> <td>Changes in practice</td> <td></td> </tr> <tr> <td>Department changes</td> <td></td> </tr> <tr> <td>Project plan</td> <td></td> </tr> <tr> <td>Action plan</td> <td></td> </tr> <tr> <td>Other (please state)</td> <td></td> </tr> </table>	Guidelines		Written policy involving staff and patients		Strategy		Changes in practice		Department changes		Project plan		Action plan		Other (please state)	
	Guidelines																
	Written policy involving staff and patients																
	Strategy																
	Changes in practice																
	Department changes																
	Project plan																
	Action plan																
Other (please state)																	
Training programme.																	

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**Equality Analysis**

What is the aim of the policy/procedure/practice/event?

Who does the policy/procedure/practice/event impact on?

- |               |                          |                          |                              |                                   |                          |
|---------------|--------------------------|--------------------------|------------------------------|-----------------------------------|--------------------------|
| <b>Race</b>   | <input type="checkbox"/> | <b>Religion/belief</b>   | <input type="checkbox"/>     | <b>Marriage/Civil Partnership</b> | <input type="checkbox"/> |
| <b>Gender</b> | <input type="checkbox"/> | <b>Disability</b>        | <input type="checkbox"/>     | <b>Sexual orientation</b>         | <input type="checkbox"/> |
| <b>Age</b>    | <input type="checkbox"/> | <b>Gender assignment</b> | re- <input type="checkbox"/> | <b>Pregnancy/maternity</b>        | <input type="checkbox"/> |

Who is responsible for monitoring the policy/procedure/practice/event?

What information is currently available on the impact of this policy/procedure/practice/event?

Do you need more guidance before you can make an assessment about this policy/procedure/ practice/event? Yes/No

Do you have any examples that show that this policy/procedure/practice/event is having a positive impact on any of the following protected characteristics? Yes/No, If yes please provide evidence/examples:



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<b>Race</b>	<input type="checkbox"/>	<b>Religion/belief</b>	<input type="checkbox"/>	<b>Marriage/Civil Partnership</b>	<input type="checkbox"/>
<b>Gender</b>	<input type="checkbox"/>	<b>Disability</b>	<input type="checkbox"/>	<b>Sexual orientation</b>	<input type="checkbox"/>
<b>Age</b>	<input type="checkbox"/>	<b>Gender assignment</b>	re- <input type="checkbox"/>	<b>Pregnancy/maternity</b>	<input type="checkbox"/>

Please provide evidence:

Are there any concerns that this policy/procedure/practice/event could have a negative impact on any of the following characteristics? Yes/No, if so please provide evidence/examples:

<b>Race</b>	<input type="checkbox"/>	<b>Religion/belief</b>	<input type="checkbox"/>	<b>Marriage/Civil Partnership</b>	<input type="checkbox"/>
<b>Gender</b>	<input type="checkbox"/>	<b>Disability</b>	<input type="checkbox"/>	<b>Sexual orientation</b>	<input type="checkbox"/>
<b>Age</b>	<input type="checkbox"/>	<b>Gender assignment</b>	re- <input type="checkbox"/>	<b>Pregnancy/maternity</b>	<input type="checkbox"/>

Please provide evidence:

**Action Plan/Plans – SMART**

Specific  
 Measurable  
 Achievable  
 Relevant  
 Time Limited

**Evaluation Monitoring Plan/how will this be monitored?**

Who  
 How  
 By  
 Reported to

