

People Framework

Annual Leave Procedure



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Tracking

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Service			

Revision History

Revision Date	Revisor	Previous Version	Description of Revision

Document Approvals

Each revision requires the following approvals:

Sponsor Approval		Name	Date

1. Annual Leave

Employees are expected to take their full leave entitlement each year to ensure they have regular breaks from work. To help achieve this:

- Leave should be taken regularly throughout the year
- Leave requests will be considered fairly, promptly and consistently
- Every effort will be made to agree leave requests, subject to reasonable notice and operational need.

2. Annual Leave Entitlement

The leave year runs from 1 April to 31 March.

The annual leave entitlement is inclusive of your bank holiday entitlement and will normally be 8 days but this can vary dependant on when Easter falls or on occasions when an additional bank holiday is awarded. The entitlements are as follows-

Annual leave entitlement	On appointment & up to 5 years' service	Over 5 years' local government service
G4 – G11	24 + 8 bank holiday days = 230.4 Hours	29 + 8 bank holiday days = 266.4 hours
G3 – G1	32 + 8 bank holiday days = 288 Hours	32 days + 8 bank holiday days = 288 Hours

3. Annual Leave Allowance & Carry Forward

Employees are encouraged to take their annual leave proportionately through the year to prevent excessive build-up of leave. Managers have the right to require employees to take up to two weeks of their annual leave allowance in one continuous period.

Should an employee wish to take a period of leave that exceeds 10 working days then agreement must be sought from their Line Manager prior to booking their leave and agreement is dependent upon service requirements.

In agreement with the line manager, the maximum amount of leave that can be carried forward into the following year is the equivalent of the employees weekly working hours. This must be taken by 30th June.

Leave is requested and must be approved through the iTrent HR/Payroll Self Service system.

Carried forward leave not taken by this date will be 'lost.' There is no payment in lieu for annual leave not taken. In exceptional circumstances and with the agreement of the line manager, employees may be able to carry forward more than five days, if:

In the following circumstances employees will be able to carry forward more than five days however the dates of any leave that will be carried over must be agreed by the line manager:

- Been on long term sick leave and couldn't take any annual leave
- Been on maternity, adoption or shared parental leave and weren't able to take their leave before the end of the leave year

4. Booking Annual Leave on iTRENT

Employees should book their leave as Full Days or Half Days. iTrent will check the working pattern to identify the correct number of hours. Do not select part day unless you are only taking 1 or 2 hours.

A part time employee working 3.6 hours every day should book this as a Full Day. If it is booked as a half day only 1.8 hours would be deducted and therefore will lead to an incorrect entitlement displayed on iTrent.

Examples of part time leave calculations are shown below;

$29 + 8 = 37 \times \text{Average Daily Hours (3.6 - Part Time Employee working 18 hours)}$
 $= 133.2 \text{ Hours}$

$24 + 8 = 32 \times \text{Average Daily Hours (3.6 - Part Time Employee working 18 hours)}$
 $= 115.2 \text{ Hours}$

If an employee works a compressed week, e.g. work full-time hours over a four day week, or nine day fortnight, their entitlement will also be calculated in hours.

iTrent will calculate both their pro-rata annual leave and public holiday entitlement. This will be displayed as an exact combined total and should be rounded up to the nearest half day/ hours equivalent based on their daily hours or average daily hours.

5. Casual Workers and Annual Leave

Casual workers will accrue paid leave in line with the hourly rate for the role and hours worked. As there will be weeks in the year when no work is available they will receive holiday pay each time they are paid. Holiday entitlement is automatically paid the month following payment of the casual hours worked.

6. Annual Leave and Overtime

Please refer to the Councils Overtime policy.

7. Continuous Service

Where a member of staff transfers from another local authority **with no breaks** in continuous service part way through a month, annual leave will be calculated proportionate to the number of days worked in the first month.

8. Fixed Term Contract

Employees on fixed term contracts will have annual leave calculated in exactly the same way as for permanent staff.

9. Five Years Continuous Service

On achieving five years' local government service the annual leave for employees up to and including G4 increases from the anniversary date to a pro rata amount of 266.4 hours. They are then entitled to the full increase of holiday hours from the beginning of the next leave year.

10. Change in Role/Entitlement

Permanent changes to the working pattern should always be reported to HR. If the entitlement changes due to a change in hours, grade or length of service, the new entitlement will be calculated from the date of change.

Once the new pattern has been attached holiday entitlement will be amended within the system by HR. Reductions and increases in hours will automatically be reflected in the holiday entitlement.

11. Annual Leave for New Starters and Leavers

New Starters

New employees starting part-way through a leave year will have their leave entitlement pro-rata based on the first day of their employment and rounded to the nearest half day or pro-rated equivalent.

Leavers/(Termination of Contract)

Leavers must take all their leave entitlement before their last day of service. If they have taken more leave than they have accrued by their last day, leavers will be required to repay the cash value via deduction from their final pay. Any leaver will be paid for any outstanding leave for which they are unable to take prior to leaving.

If you are dismissed or do not provide the correct notice your entitlement will be limited to your statutory entitlement which is 4 weeks public holidays will be included in the calculation as they are deemed to be taken first.

12. Annual Leave & Absences

Accrue Contractual Leave During:	Don't Accrue Contractual Leave During:
<ul style="list-style-type: none">• Adoption & Surrogacy Leave• Maternity Leave• Parental Leave• Shared Parental Leave• Sickness Absence• Special Leave (Paid)• Special Leave (Unpaid)	<ul style="list-style-type: none">• Unauthorised Absences

Sickness during Annual Leave

Employees who are sick while on annual leave or on a public holiday, can reclaim days lost due to sickness if they inform their manager on the first day of sickness in line with the Absence notification procedure. Employees must submit self-certification forms and/or medical fit notes to cover the duration of their sickness absence in line with the Absence Policy.

13. Requesting Annual Leave

All leave requests must be sent to line managers with reasonable notice. All leave requests must be booked and recorded on iTRENT. Employees must not make any

personal arrangements until the leave request has been approved. Employees must ensure that they are aware of any departmental restrictions in requesting leave during key busy periods and discuss this in advance with their managers.

Managers will:

- Make employees aware of their leave entitlement each year
- Make employees aware of arrangements for requesting and recording leave
- Ensure that their employees take leave regularly throughout the leave year to avoid a large amount of outstanding leave towards the end of the leave year
- Ensure that employees are aware of any service requirements such as restrictions in requesting annual leave during key busy periods.

14. Considering Annual Leave Requests

Line managers must respond to a leave request within a reasonable time frame. Whilst every effort will be made to grant the leave request, employees should be aware that it could be declined due to staff shortages, imminent deadlines or due to the short notice of the request.

Managers will:

- Check that there are no resourcing implications for their team before approving any request
- Respond to annual leave requests within a reasonable time frame

15. Cancelling Annual Leave

Any cancellations of booked leave with reasonable notice will be acceptable and employees will be expected to give reasonable notice ensuring the information on HR iTRENT is amended appropriately.