



**Doncaster**  
Clinical Commissioning Group

# **ANNUAL LEAVE AND GENERAL PUBLIC HOLIDAYS POLICY**

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Approving Body	Executive Committee
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## REVISIONS/AMENDMENTS SINCE LAST VERSION

<b>Date of Review</b>	<b>Amendment Details</b>
December 2013	The original PCT document has been revised to: <ul style="list-style-type: none"><li>• Reflect the Clinical Commissioning Group Establishment</li><li>• Reflect the Clinical Commissioning Group structure</li><li>• Align to the Clinical Commissioning Group Human Resources and Organisational Development Policies and procedures</li></ul>
September 2017	<ul style="list-style-type: none"><li>• Amended to reflect current job titles and to include provision for accrual of general public holidays during maternity/adoption leave</li></ul>
March 2019	<ul style="list-style-type: none"><li>• Inclusion of Purchasing of Annual Leave Scheme</li></ul>

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## **DEFINITIONS**

<b>Term</b>	<b>Definition</b>
Annual Leave	An allocated amount of time per annum that an Employee is able to take a paid rest from work.
Entitlement	The amount of annual leave an employee is contractually able to take each year.
General Public Holidays	National holiday days, sometimes referred to as 'bank holidays'.
Normal Working Day	A day of the week that the employee would normally attend work, were it not a General Public Holiday.
Pro Rata	A reduced amount directly in proportion to the number of hours an employee works.
Reckonable Service	The service that counts for length of service for entitlements to annual leave.
Total Cumulated NHS Service	The total number of months/years that an employee has working for an NHS employer, regardless of breaks in between employers.

## **SECTION A – POLICY**

### **1. Policy Statement, Aims and Objectives**

- 1.1. Annual leave is an important part of work life balance and good management of annual leave by both the employee and the manager is essential.
- 1.2. The purpose of this policy is to provide managers and employees with guidance on the application and management of all annual leave and general public holiday entitlements to ensure that all employees take adequate rest away from work whilst maintaining the needs of the service.
- 1.3. Employees should be encouraged to take their annual leave in periods throughout the year to ensure that they derive the full benefit of rest and a break away from work. A minimum period of annual leave will be half a day, or half of normal daily working hours, except in the last month of the annual leave year (March) where an employee would be expected to take any odd hours remaining.
- 1.4. Employee should take their full annual leave entitlement each year and managers should endeavour to ensure that the workloads of employees do not prevent an employee from taking their entitlement to annual leave.
- 1.5. The development of this policy:
  - Ensures employees are aware of their annual leave and general public holiday entitlement and the procedure for requesting this time away from work.
  - Ensures that all annual and general public holiday leave is applied fairly and consistently.

### **2. Legislation and Guidance**

- 2.1. The following legislation and guidance has been taken into consideration in the development of this procedural document.
  - Working Time Regulations 1998 and amendments 2002, 2003, 2009
  - Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000
  - NHS Staff Terms and Conditions of Service Handbook

### **3. Scope**

- 3.1. This policy applies to those members of staff that are directly employed by NHS Doncaster CCG and for whom NHS Doncaster CCG has legal responsibility. For those staff covered by a letter of authority / honorary contract or work experience this policy is also applicable whilst undertaking duties on behalf of NHS Doncaster CCG or working on NHS Doncaster CCG premises and forms part of their arrangements with NHS Doncaster CCG. As

part of good employment practice, agency workers are also required to abide by NHS Doncaster CCG policies and procedures, as appropriate, to ensure their health, safety and welfare whilst undertaking work for NHS Doncaster CCG.

#### 4. Accountabilities and Responsibilities

- 4.1. Overall accountability for annual leave lies with the Chief Officer. Responsibility is delegated to the following:

<p><b><i>Associate Director of HR &amp; Corporate Services</i></b></p>	<p>Has delegated responsibility for:</p> <ul style="list-style-type: none"> <li>• Maintaining an overview of the corporate ratification and governance process associated with the policy.</li> <li>• Leading the development, implementation and review of the policy.</li> <li>• Advising Managers the management of annual leave.</li> <li>• Providing advice to employees.</li> <li>•</li> </ul>
<p><b><i>Appointing Officers</i></b></p>	<p>Have delegated responsibility for:</p> <ul style="list-style-type: none"> <li>• Ensuring the policy is applied fairly and consistently to all employees.</li> <li>• Providing a departmental protocol on taking annual leave to ensure adequate staffing levels are maintained.</li> <li>• Ensuring that employees are aware of the procedure for requesting annual leave and of their entitlement.</li> <li>• Issuing annual leave record sheets and ensuring they are updated throughout the year as annual leave is taken.</li> <li>• Ensuring employees are taking regular breaks from work that are relatively evenly spread across the leave year.</li> </ul>
<p><b><i>All Staff</i></b></p>	<p>Have delegated responsibility for:</p> <ul style="list-style-type: none"> <li>• Ensuring they understand their responsibilities in relation to this policy.</li> <li>• Requesting leave in accordance with departmental protocols.</li> <li>• Ensuring that annual leave is managed so that it is taken in full each year and reasonably evenly spread throughout the year.</li> <li>• Ensuring they do not commit themselves to holiday plans until they have received approval for their</li> </ul>

	annual leave request from their line manager.
<b>Staff Side</b>	<p>Have responsibility to:</p> <ul style="list-style-type: none"> <li>• Ensure they are familiar with the policy and procedure</li> <li>• Advise and support employees who are members of a recognised Trade Union</li> </ul>

## 5. Dissemination, Training and Review

### 5.1. Dissemination

5.1.1. The effective implementation of this procedural document will support openness and transparency. NHS Doncaster CCG will ensure all staff and stakeholders have access to a copy of this procedural document via the organisation's website.

5.1.2. This procedural document is located in the Employment Policy Manual. A set of hard copy Procedural Document Manuals are held by the Governance Team for business continuity purposes. Employees are notified by email of new or updated procedural documents.

### 5.2. Training

5.2.1. All staff will be offered relevant training commensurate with their duties and responsibilities. Staff requiring support should speak to their line manager in the first instance. Support may also be obtained through their HR Department.

### 5.3. Review

5.3.1. As part of its development, this procedural document and its impact on staff, patients and the public has been reviewed in line with NHS Doncaster CCG's Equality Duties. The purpose of the assessment is to identify and if possible remove any disproportionate adverse impact on employees, patients and the public on the grounds of the protected characteristics under the Equality Act.

5.3.2. The procedural document will be reviewed every three years, and in accordance with the following on an as and when required basis:

- Legislatives changes
- Good practice guidelines
- Case Law
- Significant incidents reported
- New vulnerabilities identified
- Changes to organisational infrastructure
- Changes in practice

5.3.3. Procedural document management will be performance monitored to ensure that procedural documents are in-date and relevant to the core business of the CCG. The results will be published in the regular Governance Reports.



## SECTION B – PROCEDURE

### 1. Entitlement

1.1. Employees under NHS Agenda for Change terms and conditions of service receive annual leave based on their cumulative NHS service as follows:

<b>Length of Service</b>	<b>Annual Leave + General Public Holidays (GPH)</b>
On appointment to the NHS	27 days + GPH
After 5 years NHS service	29 days + GPH
After 10 years NHS service	33 days + GPH

1.2. Employees who are not under NHS Agenda for Changes terms and conditions of service should refer to their contract of employment for their annual leave and GPH entitlement.

1.3. General Public Holidays are:

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

1.4. For the purposes of annual leave entitlement, an employee's aggregated previous service (not necessarily continuous) with a NHS employer will count as reckonable service for all calculations towards annual leave entitlement.

1.5. NHS Doncaster Clinical Commissioning Group has the discretion to take into account aggregated periods of employment spent in a relevant role in non-NHS organisations. This will only be recognised where the service with the non-NHS organisation is directly relevant to the post the employee will be undertaking within the CCG and this requirement must be specified on the essential criteria of the person specification. Evidence of the service must be provided by the employee. Advice should be sought from Human Resources and it should be noted that these circumstances will be exceptional.

1.6. Reckonable service from other NHS organisations will be verified by Human Resources via the Electronic Staff Record System (ESR) or by a staff transfer form. In circumstances where service is unable to be verified the employee will be required to provide evidence of that period of employment.

- 1.7. Employees who join or leave employment with the CCG part way through a year will receive a pro-rata entitlement for that year based on the number of complete months worked.
- 1.8. When an employee leaves employment payment will be made in lieu of any outstanding annual leave owed. Where an employee has overtaken their pro-rata entitlement, a deduction will be made in respect of this leave from the final monies due in accordance with their contract of employment.
- 1.9. Where an employee changes posts internally discussions should take place between the existing and the new manager to ensure a smooth transition of annual leave.
- 1.10. If an employee dies in service an allowance equivalent to the balance of the annual leave on the day of death will be paid to the employee's estate. No deduction from the final salary payment will be made in respect of annual leave taken in excess of their entitlement on the day of death.
- 1.11. Where an employee requests annual leave for the purposes of time off to attend a religious event other than those designated to be a GPH, the manager should consider how best to meet the request and, where necessary, seek further guidance from Human Resources.

## 2. Calculating Annual Leave

- 2.1. Annual leave for employees working full time (37.5 hours per week) over 5 days is calculated in days. They may have their annual leave calculated in hours if they prefer to record it in that format. Employees who work part time or who do not work an even spread of hours over 5 days will have their annual leave calculated in hours.
- 2.2. Entitlement for all employees will be based on the normal working week based on the contract of employment 'basic' hours (37.5). For employees joining or leaving employment with CCG the annual leave entitlement for their first/final month of employment will be as follows:

Start Date	
1 – 7 of the month	Full months entitlement
8 – 23 of the month	Half a months entitlement
24 to the end of the month	No entitlement

Leaving Date	
1 -7 of the month	No entitlement
8 – 23 of the month	Half a months entitlement
24 to the end of the month	Full months entitlement

- 2.3. Appendix 1 sets out a 'ready reckoner' for converting annual leave into hours, depending on the number of contracted weekly hours, assuming 8 GPH per year.
- 2.4. Where an employee changes their contractual hours this will result in a recalculation of their annual leave entitlement, on a pro rata basis, based on completed months on the new and old contracted hours during the leave year. Where an employee changes their entitlement part way through a calendar month the entitlement for that month will be based on the number of hours they worked predominantly for that month.
- 2.5. Employees on various flexible working arrangements will receive a pro rata amount of annual leave and GPH based on their normal contractual hours, with the exception of employee who work on term time contracts.
- 2.6. Employees who work term time only are normally assumed to take their annual leave entitlement during the non- term time period. Payment is made in respect of this and is paid in twelve equal payments, as per the term time arrangements. Exceptions to this are to be agreed with the line manager when a term time contract is requested or under review.

### **3. General Public Holidays (GPH)**

- 3.1. When a GPH falls on a Saturday or a Sunday, the following weekday(s) is/are designated as a GPH for leave purposes.
- 3.2. Employees who are required to be on call during a GPH are entitled to the actual hours worked to be taken off in lieu at plain time rates, in addition to the appropriate rate of pay for the duties undertaken.
- 3.3. Where a GPH falls within the employee's normal working week arrangements should be made for the time to be taken off. For full time employees working a 5 day week there is no requirement for this to be recorded on the annual leave record sheet. Employees that have their annual leave calculated in hours should record the GPH on their annual leave record and should reflect the number of hours they would normally have worked on that day. The pro rata entitlement to GPH is included in an employee's overall annual leave entitlement.

### **4. Carry Over of Leave**

- 4.1. Under normal circumstances an employee is required to take all their leave within the annual leave year, and to ensure that leave is reasonably evenly spread during the year to ensure adequate rest and regular breaks from work.
- 4.2. Under exceptional circumstances where the employee has not been able to take all of their leave, their manager may apply discretion to carry over an

amount not exceeding one normal working week. In these cases, the manager should explore the reasons why the entitlement has not been taken and should agree measures to ensure leave is adequately taken the following year.

## **5. Sickness During Annual Leave or General Public Holidays**

- 5.1. If an employee falls sick whilst on annual leave, provided they adhere to the Sickness Absence Policy with regard to notification and certification requirements, the period of absence will be treated as sick leave and the annual leave will be reimbursed to be taken at another time.
- 5.2. In accordance with Agenda for Change terms and conditions employees will not be able entitled to an additional day if sick on a GPH.

## **6. Other Types of Long Term Leave**

- 6.1. Employees will accrue annual leave entitlement for the full duration of their employment, including during periods of absence, such as maternity leave or long term sickness absence.
- 6.2. Where an employee is taking a planned long term absence, for example, maternity leave, they should factor in their use of annual leave when planning their absence.
- 6.3. General Public Holidays are accrued during periods of maternity/adoption leave.

## **7. Extended Periods of Annual Leave**

- 7.1. There may be occasions when an employee wishes or needs to take extended periods of annual leave (longer than 2.5 weeks). The manager should not reasonably refuse these requests however should seek to ensure that the employee has regular planned breaks throughout the remainder of the annual leave year.
- 7.2. The manager may request that part of the extended annual leave requested is taken as unpaid leave where it is considered that there will be insufficient annual leave remaining to provide the employee with adequate rest breaks. Any such agreements should be put in writing.

## **8. Unpaid Leave**

- 8.1. There may be circumstances when it is appropriate for a manager to authorise an employee to take unpaid leave, for example where a new employee has insufficient annual leave to cover a pre booked holiday.
- 8.2. Managers and employees should make reference to the Flexible Working Policy and the section on career breaks. Employees must be advised that any

periods of unpaid leave will not count towards their pension contributions. Any prolonged period of extended unpaid leave should therefore take this into account during the approval process.

- 8.3. Where unpaid leave has been granted the line manager should notify Human Resources of the agreed unpaid leave period in order for the appropriate deductions from salary to be made.

## **9. Leave for Domestic, Personal or Family Reasons**

- 9.1. The Flexible Working Policy includes a provision for carer leave, bereavement leave and leave to cover urgent domestic or personal circumstances and employees may request leave under this policy. The Maternity, Adoption, Maternity Support and Parental leave Policy may also be appropriate for use.

## **10. Purchasing Additional Annual Leave**

- 10.1. The Purchase of Additional Annual Leave scheme builds on the existing provision for unpaid leave and career breaks. The scheme allows employees to 'buy' extra annual leave entitlement of up to one week per annum (or in exceptional circumstances only, two weeks per annum), pro rata for part time employees.
- 10.2. The buying of additional leave will normally be given consideration at the commencement of each leave year. Employees who wish to buy one week's annual leave will have their annual salary reduced by one weeks pay, and this deduction will be spread evenly across each month's salary, i.e. one week's salary will be recovered over a 12 month period. As deductions will be taken from the individual's gross pay, tax and National Insurance will be slightly reduced, as they will be calculated based on the reduced salary. However pension contributions will be deducted as if the normal salary has been paid which will ensure pension entitlements are unaffected.
- 10.3. Line Managers may consider requests for buying leave during the year where an employee's circumstances change and they find they need to take additional leave. Employees will be reminded and understand that the cost per month of buying additional leave at a later date will be increased due the time period to pay for the leave being reduced.
- 10.4. Employees may buy one week's leave, (in exceptional circumstances two weeks can be bought) for the forthcoming leave year with the approval of the Senior Management Team. It is not acceptable to purchase less than one week's leave (pro rata for part time staff). The annual leave will be added to the employee's normal annual leave entitlement and will be authorised in the same way as normal annual leave. There is no requirement that this additional leave will need to be taken as a block week.
- 10.5. If an employee who has opted into the scheme terminates their employment part way through the year the remaining payments will be deducted from their

final salary payment. However, any untaken annual leave that is due upon termination will also be reimbursed.

- 10.6. Applications must be made on the Purchase of Additional Annual Leave application form (Appendix 5). The employee should seek line manager approval before submitted the application to Human Resources. Applications will then be considered by the Senior Management Team.
- 10.7. All requests will be given full consideration. The presumption is to allow the employee as much flexibility as possible whilst ensuring the operational needs of the service are maintained. Where it is not possible to accommodate the request, a written response detailing the reasons why the application has not been successful will be provided.
- 10.8. Employees who are actively being managed within the formal stages of the sickness absence policy will not be eligible for the scheme.
- 10.9. The appeals process will be via the Grievance Policy.

## **11. Annual Leave Records**

- 11.1. Each annual leave year the line manager should issue a new annual leave record form ensuring that any changes to entitlement are accurately reflected.

## **12. Annual Leave Requests**

- 12.1. All annual leave should be requested as far in advance as possible to avoid disappointment and to enable the service to be adequately covered. Employees should ensure they are aware of the departmental protocols in place.
- 12.2. All annual leave requests will need to be requested on the annual leave record form and signed off by the employee's line manager. Managers should ensure that employees are aware of who is authorised to approve annual leave requests.
- 12.3. Annual leave will normally be granted on a first come, first served basis, although managers may wish to agree with employees special provisions for requesting and allocating annual leave in periods of high demand, for example Christmas or school holidays.

**PRO-RATA ANNUAL LEAVE & GENERAL PUBLIC HOLIDAYS ENTITLEMENT FOR COMPLETE YEARS**

The annual leave entitlements detailed are inclusive of General Public Holidays

HOURS WORKED		PRO-RATA ENTITLEMENT IN HOURS (TO NEAREST ½ HOUR)					
Weekly	Per Annum	0 – 5 years		5 – 10 years		10+ years	
		total annual entitlement	total monthly entitlement	total annual entitlement	total monthly entitlement	total annual entitlement	total monthly entitlement
		27 day A/L + 8 GPH		29 day A/L + 8 GPH		33 day A/L + 8 GPH	
37 ½	1955	262 ½	22	277 ½	23 ½	307 ½	26
37	1929	259	21 ½	274	23	303 ½	25 ½
36 ½	1903	255 ½	21 ½	270	22 ½	299 ½	25
36	1877	252	21	266 ½	22	295	24 ½
35 ½	1851	248 ½	20 ½	262 ½	22	291	24 ½
35	1825	245	20 ½	259	21 ½	287	24
34 ½	1799	241 ½	20	255 ½	21 ½	283	23 ½
34	1773	238	20	251 ½	21	279	23
33 ½	1747	234 ½	19 ½	248	20 ½	274 ½	23
33	1721	231	19 ½	244	20 ½	270 ½	22 ½
32 ½	1695	227 ½	19	240 ½	20	266 ½	22
32	1669	224	18 ½	237	19 ½	262 ½	22
31 ½	1643	220 ½	18 ½	233	19 ½	258 ½	21 ½
31	1616	217	18	229 ½	19	254	21
30 ½	1590	213 ½	18	225 ½	19	250	21
30	1564	210	17 ½	222	18 ½	246	20 ½
29 ½	1538	206 ½	17	218 ½	18	242	20
29	1512	203	17	214 ½	18	238	20

28 ½	<b>1486</b>	199 ½	16 ½	211	17 ½	233 ½	19 ½
28	<b>1460</b>	196	16 ½	207	17 ½	229 ½	19
27 ½	<b>1434</b>	192 ½	16	203 ½	17	225 ½	19
27	<b>1408</b>	189	16	200	16 ½	221 ½	18 ½
26 ½	<b>1382</b>	185 ½	15 ½	196	16 ½	217 ½	18
26	<b>1356</b>	182	15	192 ½	16	213	18
25 ½	<b>1330</b>	178 ½	15	188 ½	15 ½	209	17 ½
25	<b>1304</b>	175	14 ½	185	15 ½	205	17
24 ½	<b>1278</b>	171 ½	14 ½	181 ½	15	201	17
24	<b>1251</b>	168	14	177 ½	15	197	16 ½
23 ½	<b>1225</b>	164 ½	13 ½	174	14 ½	192 ½	16
23	<b>1199</b>	161	13 ½	170	14	188 ½	15 ½
22 ½	<b>1173</b>	157 ½	13	166 ½	14	184 ½	15 ½
22	<b>1147</b>	154	13	163	13 ½	180 ½	15
21 ½	<b>1121</b>	150 ½	12 ½	159	13 ½	176 ½	14 ½
21	<b>1095</b>	147	12 ½	155 ½	13	172	14 ½
20 ½	<b>1069</b>	143 ½	12	151 ½	12 ½	168	14
20	<b>1043</b>	140	11 ½	148	12 ½	164	13 ½
19 ½	<b>1017</b>	136 ½	11 ½	144 ½	12	160	13 ½
19	<b>991</b>	133	11	140 ½	11 ½	156	13
18 ½	<b>965</b>	129 ½	11	137	11 ½	151 ½	12 ½
18	<b>939</b>	126	10 ½	133	11	147 ½	12 ½
17 ½	<b>913</b>	122 ½	10	129 ½	11	143 ½	12
17	<b>886</b>	119	10	126	10 ½	139 ½	11 ½
16 ½	<b>860</b>	115 ½	9 ½	122	10	135 ½	11 ½
16	<b>834</b>	112	9 ½	118 ½	10	131	11
15 ½	<b>808</b>	108 ½	9	114 ½	9 ½	127	10 ½
15	<b>782</b>	105	9	111	9 ½	123	10 ½



14 ½	<b>756</b>	101 ½	8 ½	107 ½	9	119	10
14	<b>730</b>	98	8	103 ½	8 ½	115	9 ½
13 ½	<b>704</b>	94 ½	8	100	8 ½	110 ½	9
13	<b>678</b>	91	7 ½	96	8	106 ½	9
12 ½	<b>652</b>	87 ½	7 ½	92 ½	7 ½	102 ½	8 ½
12	<b>626</b>	84	7	89	7 ½	98 ½	8
11 ½	<b>600</b>	80 ½	6 ½	85	7	94 ½	8
11	<b>574</b>	77	6 ½	81 ½	7	90	7 ½
10 ½	<b>548</b>	73 ½	6	77 ½	6 ½	86	7
10	<b>521</b>	70	6	74	6	82	7
9 ½	<b>495</b>	66 ½	5 ½	70 ½	6	78	6 ½
9	<b>469</b>	63	5 ½	66 ½	5 ½	74	6
8 ½	<b>443</b>	59 ½	5	63	5	69 ½	6
8	<b>417</b>	56	4 ½	59	5	65 ½	5 ½
7 ½	<b>391</b>	52 ½	4 ½	55 ½	4 ½	61 ½	5
7	<b>365</b>	49	4	52	4 ½	57 ½	5
6 ½	<b>339</b>	45 ½	4	48	4	53 ½	4 ½
6	<b>313</b>	42	3 ½	44 ½	3 ½	49	4
5 ½	<b>287</b>	38 ½	3	40 ½	3 ½	45	4
5	<b>261</b>	35	3	37	3	41	3 ½
4 ½	<b>235</b>	31 ½	2 ½	33 ½	3	37	3
4	<b>209</b>	28	2 ½	29 ½	2 ½	33	3
3 ½	<b>183</b>	24 ½	2	26	2	28 ½	2 ½
3	<b>156</b>	21	2	22	2	24 ½	2
2 ½	<b>130</b>	17 ½	1 ½	18 ½	1 ½	20 ½	1 ½
2	<b>104</b>	14	1	15	1 ½	16 ½	1 ½
1 ½	<b>78</b>	10 ½	1	11	1	12 ½	1
1	<b>52</b>	7	½	7 ½	½	8	½

**ANNUAL LEAVE ENTITLEMENT CALCULATION FOR PART YEAR- AGENDA  
FOR CHANGE**

<b>SERVICE DURING CURRENT ANNUAL LEAVE YEAR</b>	<b>27days and 8 general holidays</b>	<b>29 days and 8 general holidays</b>	<b>33 days and 8 general holidays</b>
1 calendar month	$2 \frac{1}{4} + \frac{1}{2}$	$2 \frac{1}{2} + \frac{1}{2}$	$2 \frac{3}{4} + \frac{1}{2}$
2 calendar months	$4 \frac{1}{2} + 1 \frac{1}{4}$	$5 + 1 \frac{1}{4}$	$5 \frac{1}{2} + 1 \frac{1}{4}$
3 calendar months	$6 \frac{3}{4} + 2$	$7 \frac{1}{2} + 2$	$8 \frac{1}{4} + 2$
4 calendar months	$9 + 2 \frac{1}{2}$	$10 + 2 \frac{1}{2}$	$11 + 2 \frac{1}{2}$
5 calendar months	$11 \frac{1}{4} + 3 \frac{1}{2}$	$12 \frac{1}{2} + 3 \frac{1}{2}$	$13 \frac{3}{4} + 3 \frac{1}{2}$
6 calendar months	$13 \frac{1}{2} + 4$	$15 + 4$	$16 \frac{1}{2} + 4$
7 calendar months	$15 \frac{3}{4} + 4 \frac{1}{2}$	$17 \frac{1}{2} + 4 \frac{1}{2}$	$19 \frac{1}{4} + 4 \frac{1}{2}$
8 calendar months	$18 + 5 \frac{1}{2}$	$20 + 5 \frac{1}{2}$	$22 + 5 \frac{1}{2}$
9 calendar months	$20 \frac{1}{4} + 6$	$22 \frac{1}{2} + 6$	$24 \frac{3}{4} + 6$
10 calendar months	$22 \frac{1}{2} + 6 \frac{1}{2}$	$25 + 6 \frac{1}{2}$	$27 \frac{1}{2} + 6 \frac{1}{2}$
11 calendar months	$24 \frac{3}{4} + 7 \frac{1}{2}$	$27 \frac{1}{2} + 7 \frac{1}{2}$	$30 \frac{1}{4} + 7 \frac{1}{2}$
12 calendar months	$27 + 8$	$29 + 8$	$33 + 8$

**New Starters - Part-time employees**

For part-time employees commencing part-way through an annual leave year use the ready-reckoner monthly entitlement column at Appendix 1 and multiply this by the number of completed months remaining in the annual leave year.

**NHS DONCASTER CLINICAL COMMISSIONING GROUP  
PERSONAL ANNUAL AND FLEXI LEAVE RECORD**

Name:	
Department:	
NHS service (or reckonable previous service)	
Leave Year Ending	31 March
Hours of Work per week	
Full-time Employee Annual Leave Entitlement	Days:
Part-time Employee Annual Leave + General Public Holiday Entitlement	Hours:
Carried over from previous annual leave year	
Total annual leave entitlement	

Annual leave						Flexi-Leave			
Inclusive Leave Dates		Number of Days/Hours				Flexi Leave Dates	Number of Days/Hours		
From	To	No of Days/Hrs Applied for	No of Days/Hrs previously taken	Total Taken	Approved		No of Days/Hrs Applied for	Total Taken	Approved



**ANNUAL LEAVE CALCULATIONS FOR TERM TIME EMPLOYEES**

Annual leave for term time employee is calculated as follows:

Number of hours worked per week x the number of weeks worked per year= number of hours term time employee works on an annual basis.

If this number is identical to a number in the hours worked per annum on the annual leave ready reckoner then you can calculate the annual leave from the table.

Example:

1721 hours worked per year, the employee has **less than five years' service**, then the annual leave is 231 hours.

However if the number of hours they work is not identical to a number on the annual leave ready reckoner the following calculation is required.

262.5 hours                      X    WTE                      = annual leave entitlement

(Annual leave for a full time employee with less than 5 years' service)

The whole time equivalent is calculated as follows

The number of hours the employee works on an annual basis = WTE

1955 (hours of work for a full time employee)

## APPLICATION TO PURCHASE ADDITIONAL ANNUAL LEAVE

<b>Name:</b>	
<b>Assignment Number:</b>	
<b>Job Title:</b>	
<b>Department:</b>	
<b>Band:</b>	
<b>Annual Leave Year:</b>	
<b>Number of Weeks Additional Leave:</b>	<b>1 Week/2 Weeks (please delete as appropriate)</b>

I have discussed this application for the purchase of additional annual leave with my Line Manager and agree that appropriate deductions are made from my salary. I understand that this will have no impact on my pensionable service, if I contribute to the NHS Pension Scheme.

I agree that, should I leave before the end of the financial year the amount owed to the CCG in respect of this leave will be deducted from my final salary.

<b>Signed:</b>	
<b>Print Name:</b>	
<b>Date:</b>	
<b>Approval by Line Manager:</b>	
<b>Signed:</b>	
<b>Print Name:</b>	
<b>Date:</b>	
<b>Approval by SMT Member:</b>	
<b>Signed:</b>	
<b>Print Name:</b>	
<b>Date:</b>	

## EQUALITY IMPACT ANALYSIS FORM

<b>Subject of equality analysis</b>	Annual Leave Policy	
<b>Type</b>		<b>Tick</b>
	<b>Policy</b>	√
	<b>Strategy</b>	
	<b>Business case</b>	
	<b>Commissioning service redesign</b>	
	<b>Contract / Procurement</b>	
	<b>Event / consultation</b>	
<b>Owner</b>	<b>Name:</b>	Lisa Devanney
	<b>Job Title:</b>	Associate Director of HR & Corporate Services
<b>Date</b>	March 2019	
<b>Stakeholders</b>		<b>Tick</b>
	<b>Staff</b>	√
	<b>General public</b>	
	<b>Service users</b>	
	<b>Partners</b>	
	<b>Providers</b>	
	<b>Other</b>	
<b>Data collection and consultation</b>	<p>What data is available to you to support your analysis?</p> <p>Has there been any consultation to inform your analysis?</p> <p>All policies are consulted on with Staff Side via JNCF and are reviewed/updated in line with relevant employment legislation and national guidance or AFC Terms and Conditions as applicable.</p>	

Protected characteristic	Positive	Neutral	Negative	Negative: What are the risks? Positive: What are the benefits / opportunities?
Age		X		
Disability		X		
Gender		X		
Race		X		
Religion & Belief		X		
Sexual Orientation		X		
Gender reassignment		X		
Pregnancy & Maternity		X		
Marriage & Civil Partnership		X		
Social Inclusion / Community Cohesion		X		
<b>Conclusion &amp; Recommendations including any resulting action plan</b>	<p>There are no statements, conditions or requirements that disadvantage any particular group of people with a protected characteristic. No anticipated detrimental impact has been identified on any equality group – therefore there is no required action identified</p> <p>Policy will be monitored in line with changes in legislation and amended as necessary</p>			
<b>Review date</b>	March 2022			

*Please return the Equality Analysis Form to the Corporate Governance There are no statements, conditions or requirements that disadvantage any particular group of Policy will be monitored in line with changes in legislation and amended as necessary people with a protected characteristic – therefore there is no required action identified Manager: [donccg.governance@nhs.net](mailto:donccg.governance@nhs.net)*