



Human Resources Policy

Policy Title :	Annual Leave (non-medical staff)
Policy Section :	Leave
Prepared by :	HR, Staffside, HR Policy Development Group
Version number :	V4.2
Equality Impact Assessment :	EIA-AnnLea-2011-02-04
Date Approved :	October 2016
Review date :	No more than 3 years after approval
Cross reference to:	Managing Sickness Absence Policy; Maternity Policy

Document control

Version	Date	Author	Comments
1.0	March 2008	HR Policy Development Manager & Staff Side	Initial draft
2.1	2009	Amended to included amendments added (Nov 09) following publication of NHS Circular PCS(AFC)2008/12 and CEL 17 (2009).	
3.1	2011	HR Manager – Policy & Projects & Staff Side	Policy review
4.1	Oct 2016	HR, Staff Side, Facilities Manager	Amended following consultation
4.2	June 2018	HR, Staff Side	Additional information added at section 11 re cancellation of annual leave

Review history

Review Date	Reviewer (s)	Recommendations
Oct 2016	Becky Wilson, Yvonne Chapple	Include amendments following consultation
June 2018	Geraldine Bouglas	Include a section on cancellation of annual leave – reflecting the legal position

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Annual leave policy statement

Introduction

Holiday is an important component of work-life balance and for the wider well being of society. Taking holiday enables employees to balance the demands of work with the need for rest and to spend time with friends and families. It gives people the opportunity to explore other interests and gain new experiences. Achieving a positive work-life balance reduces stress levels and increases levels of employee retention, motivation and productivity.

This policy and protocol are based on the national policy developed by the Terms and Conditions Guidance Group on behalf of the Scottish Terms and Conditions Committee and are in line with the Annual Leave and Public Holiday entitlements within the Agenda for Change Terms and Conditions Handbook .

The amount of annual leave available under Agenda for Change, and in the factors to be included when calculating that entitlement, are in line with the overall intentions of making the NHS an exemplary employer.

Although managers will normally authorise requests for annual leave, there may be times when they decline a particular request or require employees to take holiday at certain times (for example if the ward/base/department is closed or over public holidays). This is in line with the current Working Time Regulations.

Principles and aims

Annual leave ensures that every employee has adequate time away from work for rest and relaxation. The aim of this policy and protocol is to provide a uniform and equitable approach to the calculation of annual leave and public holiday entitlements.

Wherever possible, employees will be entitled to take annual leave in the periods that will most benefit them. All requests for annual leave should be dealt with in accordance with the principles of partnership working.

During periods of annual leave, staff will be paid as if they were at work.

The principles contained within this policy and protocol also apply to bank staff.

Scope

The annual leave period is from 1 April to 31 March each year.

The policy applies to all NHS Borders employees who are employed on Agenda for Change terms and conditions (from 1 October 2004). It does not apply to Medical and Dental staff for whom separate provisions apply.

Annual leave protocol

1 General application

Annual leave entitlement is calculated in hours, not days, for all employees regardless of whether the employee is full-time or part-time. The benefit for all employees in calculating entitlement in hours is that it is equitable for all employees, it ensures that employees who work variable hours / shifts do not receive either more or less leave than colleagues who work a standard pattern.

The annual leave year is from 1 April to 31 March. Managers have a responsibility to ensure that employees fully utilise their entitlement to annual leave during the holiday year in which it accumulates.

It is expected that annual leave will normally be taken in periods of not less than ½ day/shift.

In addition to annual leave entitlement, employees are entitled to paid general public holidays.

There are 8 Public Holidays in the year, four of which have been agreed for NHS Scotland and are:

25th and 26th December

1st and 2nd January

Where the above dates fall at the weekend guidance contained within the Agenda for Change handbook should be followed.

The other four days will be determined locally each year.

There will be some years when more (or less) than 8 public holidays will fall within the leave year simply because holidays follow the calendar year e.g. Easter holidays (where designated as public holidays) can be in March or April. When the Easter Public Holiday falls in March, these days should be taken from the following year's leave allocation.

Arrangements for working public holidays vary within NHS Borders. Employees will be informed what the arrangements are for their area/ward/department as part of their local induction. More information on this can be obtained from the line manager for the area.

2 Basic entitlement

The basic annual leave provisions under Agenda for Change are detailed in the table below.

This table details the annual leave entitlement for full time employees and is based on:

- ⊕ A 37½ hour working week
- ⊕ Complete years worked

Length of service	Annual leave + General Public Holidays
On appointment	27 days + 8 days (202.5 + 60 hours)
After 5 years service	29 days + 8 days (217.5 + 60 hours)
After 10 years service	33 days + 8 days (247.5 + 60 hours)

3 Part-time entitlement

The entitlement for part time employees, is calculated on a 'pro rata' basis and is detailed in the tables at **Appendix 1**. The calculation of this entitlement is always proportional to the number of basic contracted hours worked and removes any potential for inequity e.g. in the case of employees whose working days vary. For example:

Employee A is normally contracted to work 18 hours per week, s/he is not required to work on Public Holidays. S/he would normally work 6 hours on a Monday and has less than 5 years service:

Leave entitlement for a full leave year would be 126 hours (97 + 29 hours)

Using the above principle, 6 hours will be deducted from the total entitlement of 126 hours for each leave day taken (including Public Holidays).

Employee B works 30 hours per week and would normally work 7.5 hours on a Monday. S/he has over 10 years service and is normally required to work on a Public Holiday.

Leave entitlement for a full leave year would be 246 hours (198 + 48 hours)

If s/he works on a Public Holiday, the leave entitlement remains intact as this day has not been taken off as leave.

If s/he is not required to work on a Public Holiday 7.5 hours will be deducted from the total leave entitlement of 246 hours.

Where operationally possible and subject to agreement with the manager, an employee may change their days of working during a Public Holiday week and therefore retain their leave entitlement in respect of the Public Holiday. This can then be taken as time off at another time.

4 Entitlement on joining NHS Borders

All new employees will be entitled to annual leave plus public holidays in the year of joining the organisation, on a pro-rata basis.

Entitlement to annual leave accrues from the date of commencement in post and entitlement in the first year is dependent on the number of calendar days between the date of joining and the end of the annual leave year. Public holidays are accrued as they occur, therefore the entitlement will be determined by the number of public holidays still to come in that annual leave year.

Annual leave entitlement for part years can be calculated using the electronic calculator which is available from the Human Resources Department and on the HR Intranet site.

An example of how to apply this is as follows:

Employee C is joining the NHS on 24th August and will work 25 hours per week:

Leave entitlement for a full leave year would be 175 hours (A/L and P/H)

*Entitlement from 24 August to 31 March would be 220 days (220/365 x 135 hours)
= 81.37 rounded up to 81.5 hours of annual leave*

*Add public holiday hours to this (assume 5 public holiday days left in this leave year)
= 25 hours (5 x 5 hours)*

*Total for this part year = 81.5 hours plus 25 hours
= 106.5 hours to be taken by 31 March*

Note: Employees can take annual leave before it is accrued, but if they have taken more annual leave than they have accrued at the time of leaving the organisation, the additional time taken will be claimed back in their final pay.

5 Calculation of reckonable service

On returning to NHS employment, an employee's previous service with any NHS employer will count as reckonable service in respect of annual leave and will therefore be taken into account when calculating the employee's annual leave entitlement.

NHS Borders also has the discretion to take into account any period or periods of employment with employers outside the NHS where these are judged to be relevant to NHS employment. For example previous relevant employment may include:

Within the Private Sector - Where an employee has TUPE transferred out of the NHS to a private sector employer under a PPP/PFI contract arrangement and decides to rejoin NHS Scotland

For other NHS organisations - GP employed staff

In the Voluntary Sector - Paid employees in an organisation providing a health care provision or a service closely related to health care. Examples would include Hospices, MacMillan or Maggies

Overseas - The person must have worked for an organisation delivering health services in a not for profit environment or organisation.

More information on this can be obtained from the HR Employee Relations & Policy Team.

6 Entitlement on changing contracted hours

Where employees change their contracted hours, this will result in a re-calculation of their annual leave entitlement, based on the number of days on the new and the old contracted hours, to give the full year entitlement. The electronic calculator can be used to recalculate the full year entitlement.

7 Annual leave requests

The level of flexibility a manager has when considering annual leave requests will depend on the size of the department and type of service it provides and will therefore vary across the organisation. There are usually more requests for annual leave at certain times of the year, for example Christmas / New Year and during July / August. Managers must try to allocate leave equitable to all staff at these times. Requests for specific dates will be authorised wherever possible, however managers are ultimately responsible for ensuring that there is sufficient cover to provide a safe service at all times and can refuse requests if there are justifiable service / staffing reasons for so doing. In allocation of leave, consideration must be given to any other approved types of leave during that period. Employees will be expected to be flexible in such circumstances. Annual leave dates should be mutually agreed between the employee and their manager as far in advance as possible.

It is expected that employees will take their annual leave within the leave year. In certain circumstances e.g. where the employee has requested an extended annual leave, the line manager can agree to one working week of basic contracted hours being carried forward to the following leave year.

In exceptional circumstances e.g. where service demands have prevented the employee from taking their annual leave, employees can agree with their manager to carry forward up to one working week of basic contracted hours to the following year. The carried forward leave should be taken within a timescale mutually agreed between the employee and the manager.

The only exceptions to this are:

- ⊕ When an employee is leaving the service and is entitled to the full balance of his/her leave as part of the termination package
- ⊕ Where annual leave entitlement has accrued during maternity leave. For full details on this please refer to NHS Borders Maternity (and Paternity) policy
- ⊕ Where an employee has been prevented from taking the balance of annual leave before the end of the leave year due to sickness absence. In these circumstances, staff are entitled to carry forward a maximum of 28 days to the following leave year. This is the full statutory entitlement under the Working Time Directive and includes public holiday entitlement. For guidance on how to calculate this, please refer to **Appendix 2**.

NOTE: Public holidays are taken as they occur and may not be carried over in any circumstances other than when the public holidays are accrued during maternity or paternity leave.

8 Recording of annual leave

Managers are responsible for recording employee's entitlements and leave on the Scottish Time recording System (SSTS). When they receive an annual leave request, managers should consult SSTS to establish if there is sufficient cover to agree the request. At the point of booking and recording leave on SSTS, it should be identified if the leave is annual leave; a public holiday; or, in lieu of a public holiday. This will avoid any confusion if the member of staff falls sick during the leave - please refer to section 11 for more information.

Annual Leave Calculator – is available on the HR intranet page, this provides a calculator for full and part-time staff (excluding term-time only staff for whom the ER Team should be consulted

Annual leave cards may be used to provide staff with their own record of entitlement and leave taken and to provide an authorisation record.

9 Payment during annual leave

Agenda for Change introduced the principle that pay during periods of annual leave should include payments for all types of unsocial hours.

Managers are required to identify actual shift(s) which would have been worked if the employee had not been on leave. The manager should detail the 'annual leave' identifier against the shift as input to the Scottish Standard Time recording System (SSTS). Where wards have not yet implemented SSTS, and a manual timesheet is used, the manager must, where possible, identify the actual shift(s) which would have been worked. Where a manager is unable to identify the shift(s) which would have been worked the average unsocial hour calculations as issued by Finance on a quarterly basis should be used. The calculations issued are based on a 12 month reference period.

For all employees of NHS Borders who work 'as and when required' e.g. bank staff, it is essential that hours worked are carefully recorded and collated specifically detailing where those hours are worked as unsocial hours. The payment for annual leave is calculated on a quarterly basis based on the actual hours worked during the preceding 3 month period. The payment equates to the actual annual leave entitlement pro-rata to worked hours and includes both basic and unsocial hours.

10 Sickness occurring during annual leave or public holidays

If an employee falls sick whilst on annual leave and complies with the reporting protocol within NHS Borders Managing Sickness Absence Policy e.g. reporting the sickness within the timescales, the reason for the absence and an indication of when they expect to be fit to return to work, then the period covered will be treated as sick leave, allowing the employee to take the annual leave another time. Annual leave continues to be accrued during periods of sickness absence. Guidance on allocation of annual leave accrued during sickness absence is attached at Appendix 3.

In accordance with Agenda for Change Terms and Conditions, employees will not be entitled to an additional day off if they are sick on a public holiday that they would otherwise have been required to work as part of their basic week. In the situation where a shift worker is off sick but would have otherwise worked an allocated shift pattern covering their full contracted hours which included a rostered day on a day off on a public holiday, the employee should get a day back. Further guidance on sickness during public holidays can be found at Appendix 2 with working examples.

11 Cancellation of annual leave

NHS Borders should only consider cancelling an employee's booked period of annual leave in exceptional circumstances and after all alternative options to ensure that the needs of the business are met have been considered. Occasions where this may be appropriate include if there was a major incident or a pandemic.

NHS Borders managers will endeavour to give as much notice as possible if there is a requirement to cancel annual leave. However, managers can require an employee not to take annual leave on particular days by giving the employee notice of at least the same length as the period of leave to be cancelled. For example, if the employee has booked a period of four days' annual leave, NHS Borders must give at least four days' notice of cancellation. This is in line with reg.15 of the Working Time Regulations 1998.

Managers are advised to have clear rationale for deciding who's annual leave should be cancelled considering, for example, whether members of staff have/have not had their statutory minimum entitlement of 28 days leave.

It is intended that there will be no financial detriment to staff if they are compelled to cancel their annual leave. Compensation for any financial loss incurred as a direct result of the cancellation of leave will be considered on a case by case basis.

Whilst every effort should be made to agree a fair and equitable process for identifying who should be required to cancel their leave; it is recognised that the exceptional circumstances which have led to this being necessary might impeded the ability for managers to engage with HR and partnership on every occasion.

Staff who feel they have been treated unreasonably can utilise NHS Borders Grievance Policy.

12 Entitlement on leaving

Leaving NHS Borders to work for another NHS employer

Employees leaving NHS Borders to work for another NHS employer will receive their full annual leave entitlement for each day they have worked in the current leave year, less any annual leave taken plus any outstanding public holiday hours, i.e. for those hours still to be taken as a result of the employee working a public holiday.

Where the annual leave taken by the employee exceeds the accrued total leave entitlement an appropriate deduction will be made from final monies due.

Death in service

Where an employee dies in service, the annual leave accrued and not taken at the date of death shall be paid to employee's personal representative. No deduction from the final salary payment should be made in respect of annual leave taken in excess of entitlement at the date of death.

Banked annual leave

Any NHS Borders employees from the former Ancillary and Maintenance Whitley Staffs Council who have annual leave banked from the leave year beginning on 1st April 1988, will have this paid at the rate in force at the date of termination and in accordance with the

agreement which exists to cover payment during annual leave when the employee leaves the service.

Payment in lieu of annual leave will only be made when employees are leaving the National Health Service (see below).

Leaving NHS employment

Employees leaving the National Health Service are entitled to annual leave accrued between 1 April of the current leave year and the date of termination plus any entitlement carried forward from the previous leave year. The period of employment of these employees will, if necessary, be extended to allow them to take (or receive payment for) the accrued annual leave. This does not apply where the employment is terminated on disciplinary grounds.

13 Summary of roles and responsibilities

The responsibilities of every Line Manager in NHS Borders are to:

- ⊕ Ensure that employees are treated fairly and consistently and try to allocate leave equitably to all staff
- ⊕ Balance the needs of the service with that of individual employees
- ⊕ Ensure that employees fully utilise their entitlement to annual leave during the holiday year in which it accumulates
- ⊕ Ensure that employees are informed what the public holidays working arrangements are for their area/ward/department as part of their local induction
- ⊕ Ensure that there is sufficient cover to provide a safe service at all times
- ⊕ Confirm if annual leave has been approved in a timely manner
- ⊕ Only refuse annual leave requests if there are justifiable service / staffing reasons for so doing
- ⊕ Ensure that hours worked are carefully recorded and collated, including how many hours are unsocial hours, to ensure staff are paid accurately during annual leave
- ⊕ Agree a timescale for taking any carried forward annual leave
- ⊕ Maintain a working knowledge of SSTS
- ⊕ Record employee's entitlements and annual leave on eManager at the time that the annual leave is authorised

The responsibilities of all employees are to:

- ⊕ Submit annual leave requests to their manager as far in advance as possible
- ⊕ Fully utilise their entitlement to annual leave during the holiday year in which it accumulates
- ⊕ Be flexible with annual leave requests to accommodate service needs

The responsibilities of Human Resources are to:

- ⊕ Proactively advise, support and guide all staff in this policy and protocol
- ⊕ Confirm an employee's reckonable service in respect annual leave

The responsibilities of the Payroll Department are to:

- ⊕ Deduct the appropriate amount from final monies due when the annual leave taken by the employee exceeds the accrued total leave entitlement
- ⊕ Process payment in lieu of annual leave where appropriate when employees are leaving the National Health Service

The responsibilities of all Staff Side Representatives are to:

- ⊕ Represent staff fairly and in line with this policy and protocol
- ⊕ Act at all times in line with their responsibilities under the Partnership Agreement

The responsibility of Training and Professional Development is to:

- ⊕ Develop the skills of managers and staff representatives to enable this policy and protocol to be put into practice effectively and within allocated resources

2008 Policy Working Group

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2011 review undertaken by the HR Policies Group:

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2016 review undertaken by the HR Policies Group:

Natalie Macdonald	Facilities Manager
Yvonne Chapple	Partnership Representative
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Appendix 1

Annual leave and public holiday entitlement tables

Annual leave entitlement for complete years exclusive of public holidays

Weekly basic contracted hours	On appointment	After 5 yrs service	After 10 yrs service
	27 DAYS	29 DAYS	33 DAYS
37.5	202.5	217.5	247.5
37.0	200.0	214.5	244.0
36.5	197.0	211.5	241.0
36.0	194.5	209.0	237.5
35.5	191.5	206.0	234.5
35.0	189.0	203.0	231.0
34.5	186.5	200.0	227.5
34.0	183.5	197.0	224.5
33.5	181.0	194.5	221.0
33.0	178.0	191.5	218.0
32.5	175.5	188.5	214.5
32.0	173.0	185.5	211.0
31.5	170.0	182.5	208.0
31.0	167.5	180.0	204.5
30.5	164.5	177.0	201.5
30.0	162.0	174.0	198.0
29.5	159.5	171.0	194.5
29.0	156.5	168.0	191.5
28.5	154.0	165.5	188.0
28.0	151.0	162.5	185.0
27.5	148.5	159.5	181.5
27.0	146.0	156.5	178.0
26.5	143.0	153.5	175.0
26.0	140.5	151.0	171.5
25.5	137.5	148.0	168.5
25.0	135.0	145.0	165.0
24.5	132.5	142.0	161.5
24.0	129.5	139.0	158.5
23.5	127.0	136.5	155.0
23.0	124.0	133.5	152.0
22.5	121.5	130.5	148.5
22.0	119.0	127.5	145.0
21.5	116.0	124.5	142.0
21.0	113.5	122.0	138.5
20.5	110.5	119.0	135.5
20.0	108.0	116.0	132.0
19.5	105.5	113.0	128.5

The formula is (weekly contracted hrs / 5) X No. of days entitlement

Annual leave entitlement for complete years exclusive of public holidays

Weekly basic contracted hours	On appointment	After 5 years service	After 10 years service
	27 DAYS	29 DAYS	33 DAYS
19.0	102.5	110.0	125.5
18.5	100.0	107.5	122.0
18.0	97.0	104.5	119.0
17.5	94.5	101.5	115.5
17.0	92.0	98.5	112.0
16.5	89.0	95.5	109.0
16.0	86.5	93.0	105.5
15.5	83.5	90.0	102.5
15.0	81.0	87.0	99.0
14.5	78.5	84.0	95.5
14.0	75.5	81.0	92.5
13.5	73.0	78.5	89.0
13.0	70.0	75.5	86.0
12.5	67.5	72.5	82.5
12.0	65.0	69.5	79.0
11.5	62.0	66.5	76.0
11.0	59.5	64.0	72.5
10.5	56.5	61.0	69.5
10.0	54.0	58.0	66.0
9.5	51.5	55.0	62.5
9.0	48.5	52.0	59.5
8.5	46.0	49.5	56.0
8.0	43.0	46.5	53.0
7.5	40.5	43.5	49.5
7.0	38.0	40.5	46.0
6.5	35.0	37.5	43.0
6.0	32.5	35.0	39.5
5.5	29.5	32.0	36.5
5.0	27.0	29.0	33.0
4.5	24.5	26.0	29.5
4.0	21.5	23.0	26.5
3.5	19.0	20.5	23.0
3.0	16.0	17.5	20.0
2.5	13.5	14.5	16.5
2.0	11.0	11.5	13.0
1.5	8.0	8.5	10.0
1.0	5.5	6.0	6.5
0.5	2.5	3.0	3.5

The formula is (weekly contracted hrs / 5) X No. of days entitlement

Calculation of public holiday entitlement

Weekly basic contracted hours	Hourly entitlement for full leave year	Hourly entitlement on each bank holiday as it occurs
(8 Public holidays)		(8 Public holidays)
37.5	60.0	7.5
37.0	59.0	7.4
36.5	58.5	7.3
36.0	57.5	7.2
35.5	57.0	7.1
35.0	56.0	7.0
34.5	55.0	6.9
34.0	54.5	6.8
33.5	53.5	6.7
33.0	53.0	6.6
32.5	52.0	6.5
32.0	51.0	6.4
31.5	50.5	6.3
31.0	49.5	6.2
30.5	49.0	6.1
30.0	48.0	6.0
29.5	47.0	5.9
29.0	46.5	5.8
28.5	45.5	5.7
28.0	45.0	5.6
27.5	44.0	5.5
27.0	43.0	5.4
26.5	42.5	5.3
26.0	41.5	5.2
25.5	41.0	5.1
25.0	40.0	5.0
24.5	39.0	4.9
24.0	38.5	4.8
23.5	37.5	4.7
23.0	37.0	4.6
22.5	36.0	4.5
22.0	35.0	4.4
21.5	34.5	4.3
21.0	33.5	4.2
20.5	33.0	4.1
20.0	32.0	4.0
19.5	31.0	3.9

The formula is (weekly contracted hrs / 5) X No. of days entitlement

Calculation of public holiday entitlement

Weekly basic contracted hours	Hourly entitlement for full leave year	Hourly entitlement on each public holiday at it occurs
(8 Public holidays)		(8 Public holidays)
19.0	30.5	3.8
18.5	29.5	3.7
18.0	29.0	3.6
17.5	28.0	3.5
17.0	27.0	3.4
16.5	26.5	3.3
16.0	25.5	3.2
15.5	25.0	3.1
15.0	24.0	3.0
14.5	23.0	2.9
14.0	22.5	2.8
13.5	21.5	2.7
13.0	21.0	2.6
12.5	20.0	2.5
12.0	19.0	2.4
11.5	18.5	2.3
11.0	17.5	2.2
10.5	17.0	2.1
10.0	16.0	2.0
9.5	15.0	1.9
9.0	14.5	1.8
8.5	13.5	1.7
8.0	13.0	1.6
7.5	12.0	1.5
7.0	11.0	1.4
6.5	10.5	1.3
6.0	9.5	1.2
5.5	9.0	1.1
5.0	8.0	1.0
4.5	7.0	0.9
4.0	6.5	0.8
3.5	5.5	0.7
3.0	5.0	0.6
2.5	4.0	0.5
2.0	3.0	0.4
1.5	2.5	0.3
1.0	1.5	0.2
0.5	1.0	0.1

The formula is (weekly contracted hrs / 5) X No. of days entitlement

Appendix 2

Carry forward of holiday entitlement during long term sick leave

Example 1:

An employee has already been off for 1 day public holiday in May and then 5 days annual leave in June.

They then go off sick and do not return before the end of the annual leave year – 31 March.

On return to work they would be entitled to 22 days leave from the previous year i.e. the difference between the statutory entitlement of 28 days and the 6 days taken before sick leave commenced.

This leave should be added to the employees entitlement on the new leave year or, in the event of an employee terminating and not returning to work, payment should be made in lieu of outstanding leave.

Example 2:

An employee is due to work a 7 day shift starting on Saturday 21st December 2013 and finishing on Friday 27th December 2013, with a rostered day off on Thursday 26th December 2013.

The employee is, however, off sick.

In this situation the employee would be paid as if at work, which would include public holiday hours for Wednesday 25th December, but they would not get a day back in lieu of 25th December. However, given that they were rostered 'off duty' on Thursday 26th December, they are entitled to get that day at another time if they were still off sick on the 'off duty' day.

Appendix 3

Use of annual leave accrued during long term absence from work

Accrual of annual leave

A return to work (RTW) discussion **must** take place after every episode of short or long term sickness absence. It is also good practice to do this when the absence has been for reasons other than sickness absence, for example on return from Maternity Leave or following a suspension from work. The RTW template is appended to NHS Borders Sickness Absence Policy, this suggests that the member of staff and their manager should review and agree how to utilise any annual leave accrued following the period of long term absence. This is to try to ensure that the member of staff has the opportunity to use all of her leave while ensuring that the needs of the service are met.

During a rehabilitation period

Not all absences will require a rehabilitation period. However, when rehabilitation is required, NHS Borders Sickness Absence Policy states that staff can use accrued annual leave during an early return to work (phased return). This can include leave accrued during the preceding long-term absence as well as annual leave accruing during the return to work. Annual leave should not be incorporated in the initial rehabilitation programme or return to work plan but can be taken in agreement with the Manager using the normal process. Care should be taken that the amount of leave taken does not impact on the 'phased' approach of the return to work.

After the rehabilitation period (where applicable)

Members of staff should be aware that Managers have a responsibility to ensure that no more than 15% of staff are on annual leave at any one time and report on this as part of the monthly Performance Scorecard. Total absence should not exceed 21% any one time.

A rehabilitation programme will typically last for no more than 4 – 6 weeks, dependant on the specific health needs of the individual and the working environment. It may be appropriate to use annual leave accrued during the preceding long-term absence to facilitate rehabilitation beyond this. This will require to be agreed between the member of staff and their Manager.

Using up the extra accrued leave

Where a member of staff requests annual leave following their return to work from a period of long-term absence, they will be deemed to use up their entitlement from the current leave year prior to using up the leave they accrued during their absence. This means that the leave accrued during their absence will only be used once the member of staff has allocated their annual leave entitlement for the current leave year..

As with all requests for annual leave, Managers are required to ensure that the taking of annual leave accrued during long term absence is done so in line with service needs. As a

consequence, Managers may request that the accrued annual leave is taken during periods where annual leave requests are at their lowest to minimise the impact on service delivery.

The Manager should give the member of staff notice equal to twice the length of the annual leave that s/he is being requested to take their annual leave at a certain time. For example, the member of staff should be given at least two weeks' notice if being allocated one weeks leave,

Annual leave accrued during long term absence can only be carried forward over one leave year following the return to work. Accordingly, the allocation by Managers of specific times during which it would be helpful for leave to be taken will reduce the risk that staff are unable to take all of their accrued leave before it expires at the end of the holiday year following their return from absence.