

Annual Leave and General Public Holiday Policy (Non – Medical Staff)

This policy describes the process for a uniform and equitable approach to calculation, application and management of paid annual leave and general public holiday's entitlement in line with Agenda for Change.

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Version Control and Summary of Changes

Version number	Date	Comments (description change and amendments)
1	April 2012	Harmonisation of LCCHS, LCR and former LPT Policies.
2	May 2012	Minor amendments
3	March 2014	Amendment to Carry over of annual leave in section 9
3	June 2014	Added paragraph 2.3
4	December 2016	<p>Added 3.1, 3.2 and 3.4 to the Introduction</p> <p>Added bullet points to 4.6 Managers and Team Leaders responsibility</p> <p>Added bullet points to 4.7 Responsibility of Staff</p> <p>Added 4.9 and 4.10 Human Resources responsibility</p> <p>Amended section 11.0 accrual of annual leave and general public holiday during sickness absence, 11.4 added to reflect same wording as Management of Ill Health Policy and Procedure.</p> <p>Volunteering Leave added to appendix 4 Leave Record Card</p>
4	May 2018	<p>Paragraph 10.2 updated to clarify that staff are not entitled to an additional day off if sick on a statutory bank holiday.</p> <p>Paragraph 11.4 updated to clarify that statutory holiday entitlement is deducted from an employee's statutory leave entitlement if absent due to sick leave when calculating carry over of annual leave.</p>
5	November 2019	<p>3.5 taken out from version 5 as covered in 1.2.</p> <p>Minor changes made to section 4 and added ESR and E-Rostering when recording/requesting leave</p> <p>Example used in 7.17 and 10.1 changed to reflect leave year from 1st April to 31st March and no of weeks.</p>

	<p>Section 8.0 added - Process for the requesting, approval and allocation of annual leave.</p> <p>Section 11.0 added - Changes in long service entitlements during the year.</p> <p>Section 12.0 added – Religious and cultural observance.</p> <p>Other minor amendments to formatting and numbering.</p>
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Equality Statement

Leicestershire Partnership NHS Trust (LPT) aims to design and implement policy documents that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. It takes into account the provisions of the Equality Act 2010 and promotes equal opportunities for all. This document has been assessed to ensure that no one receives less favourable treatment on the protected characteristics of their age, disability, sex (gender), gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity.

Due Regard

LPT will ensure that Due regard for equality is taken and as such will undertake an analysis of equality (assessment of impact) on existing and new policies in line with the Equality Act 2010. This process will help to ensure that:

- Strategies, policies and services are free from discrimination;
- LPT complies with current equality legislation;
- Due regard is given to equality in decision making and subsequent processes;
- Opportunities for promoting equality are identified.

Please refer to due regard assessment (Appendix 3) of this policy.

Definitions that apply to this Policy

The Trust	Leicestershire Partnership Trust
Agenda For Change	The NHS grading and pay system for all NHS staff except doctors, dentists, and some senior managers.
Annual Leave	Amount of leave that an employer grants an employee on an annual basis.
Annual Leave Year	<p>The period of time with which annual leave runs from and to and should be taken within this period.</p> <p>The annual leave year for all LPT employees runs from 01 April to the following 31 March.</p>
General Public Holidays	A statutory holiday
Due Regard	<p>Having due regard for advancing equality involves:</p> <ul style="list-style-type: none"> • Removing or minimising disadvantages suffered by people due to their protected characteristics. • Taking steps to meet the needs of people from protected groups where these are different from the needs of other people. • Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low
Pro Rata	<p>In proportion, according to a factor that can be calculated exactly.</p> <p>The trust policy is to calculate all paid leave entitlements in hours not days for all employees regardless of whether employees work full-time or part time. This is to ensure equity between all, so that employees working variable hours/shifts do not receive either more or less paid leave than colleagues who work a fixed pattern.</p>

1.0 Purpose of the Policy

- 1.1 The purpose of this policy is to provide a uniform and equitable approach to the calculation, application and management of paid annual leave and paid general public holiday entitlements in line with the provisions set out under 'Agenda for Change'. This will ensure that calculation, application and management of annual leave and general public holidays is undertaken in a fair, equal and consistent approach.
- 1.2 Adherence to this policy is mandatory and applies to all staff **except** bank workers and medical and dental employees, for whom separate provisions apply.

2.0 Summary

- 2.1 This policy aims to ensure that all staff are aware of how annual leave and general public holidays are calculated, applied in a work setting and managed.
- 2.2 The annual leave entitlement is set out in the Agenda for Change NHS Terms and Conditions of Service handbook (available on <https://www.nhsemployers.org/tchandbook> and is inclusive of the statutory entitlement laid down in the Working Time Regulations.
- 2.3 This policy will be available on the Trust intranet to ensure that the current version is available.

3.0 Introduction

- 3.1 Leicestershire Partnership NHS Trust recognises that annual leave is an important part of an employees work-life balance.
- 3.2 This policy outlines the entitlement to annual leave for staff in Agenda for Change terms and conditions, together with information on how to manage the use of annual leave from an individual employee and managerial perspective.
- 3.3 The approval of annual leave is dependent upon the needs of the service. Employees must apply for their annual leave and wait for approval from the line manager. Line managers must consider all annual leave requests in line with the needs of the service before they approve the leave. This is to ensure that the management of annual leave is undertaken in a fair, equal and consistent approach.
- 3.4 Local guidelines will be managed at local level in services; however they must also comply with the requirements of this policy.

4.0 Duties within the Organisation

4.1 The Trust Board has a legal responsibility for Trust policies and for ensuring that they are carried out effectively.

4.2 Trust Board Sub-committees have the responsibility for ratifying policies and protocols.

4.3 Directors and Heads of Service are responsible for:

4.4 Ensuring that comprehensive arrangements are in place regarding adherence to this policy and how this policy is applied within their own department.

4.5 Ensuring that team managers and other management staff are given clear instruction about the policy arrangements so that they in turn can instruct staff under their direction. These arrangements will include:

- Distributing information about the policy in a timely manner throughout the Directorate/Department or Service to a distribution list which will be agreed in advance with local managers.
- Ensuring all staff has access to the up to date policy, either through the intranet, or if policy manuals are maintained that the resources are in place to ensure these are updated as required.
- Maintaining a system for recording that the policy has been distributed and received by staff within the department/service and for having these records available for inspection upon request for audit purposes.

4.6 Managers and Team leaders are responsible for:

- Management will be responsible for the calculation, consistent application and management of annual leave and general public holidays of staff in their areas.
- Monitor their employee's annual leave to ensure and encourage their staff take annual leave entitlement during the current leave year, this is to ensure the health and wellbeing of the staff.
- To provide sufficient opportunities for staff to be able to take their entire annual leave provision within the current annual leave year.
- To ensure all leave is appropriately recorded on ESR and Health Roster (E-Roster)
- Ensure that the policy is followed and understood as appropriate to each staff member's role and function. This information must be given to all new staff on induction. It is the responsibility of local managers and team leaders to have in place a local induction that includes this policy.
- Ensure that their staff know how and where to access the current version of this policy; via intranet.
- Be responsible for identifying leave entitlement and any amendments due to change of contracted hours and reckonable service.

4.7 Responsibility of Staff:

4.8 All staff (including seconded staff) should be aware that despite the above responsibilities of senior staff, every member of staff has an individual responsibility to ensure that they:

- Know where to locate this policy when necessary and adhere to this policy at all times

- Be mindful of their own health and wellbeing and ensure annual leave is evenly distributed throughout the leave year.
- To avoid using the majority of annual leave towards the end of the leave year (unless there is prior agreement with their manager), placing undue pressure on the service.
- To comply with the local guidelines for booking annual leave and recording accurately through ESR Self Service and Health Roster (E-Roster)
- Inform their manager (or HR at appointment) if they have NHS reckonable service years that will impact on their annual leave entitlement, providing proof as required.

4.9 Human Resources:

4.10 Human Resources will be responsible for the calculation of annual leave and general public holidays for new appointments and providing consistent advice and guidance on the calculation, application and management of annual leave and general public holidays.

5.0 Annual Leave Year

5.1 The annual leave year for all LPT employees runs from 01 April to the following 31 March.

6.0 Exclusions

6.1 This policy is not applicable to 'bank' workers and medical and dental employees, for who separate provisions apply.

7.0 Entitlement: Annual Leave

7.1 The basic paid annual leave provisions under 'Agenda for Change' in a full annual leave year for an employee are set out below:

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

7.2 The trust policy is to calculate all paid leave entitlements in **hours not days** for **all employees** regardless of whether employees work full-time or part time. This is to ensure equity between all, so that employees working variable hours/shifts do not receive either more or less paid leave than colleagues who work a fixed pattern.

7.3 As a governing principle, the number of hours taken as paid leave will equal the number of hours the employee would otherwise have worked.

7.4 Paid annual leave entitlements for all employees in relation to basic contracted working hours are set out in table 2. Hours have been rounded up to the nearest 0.5 decimal (i.e. to the nearest ½ hour).

7.5 In addition to paid annual leave entitlements, employees are entitled to 8 paid general public holiday. In the case of all **part time employees** this entitlement is pro rata to

the full time allowance of 8, based on their basic weekly contracted hours worked. In this way, all employees have a fair and equitable, static entitlement rather than eligibility based solely on the normal days of work which would result in some part time employees never receiving the benefit of Bank Holidays unless they fall on their normal days of work.

7.6 Similarly, this calculation based on the number of basic weekly contracted hours removes any potential for inequity in the case of staff whose working days vary. Table's 3a-h contains the Bank Holiday entitlement for all staff per General Public Holiday and for a full leave year. Further details pertaining to General Public Holidays are contained in paragraph 9.

7.7 To calculate an employee's total leave entitlement inclusive of General Public Holidays, Tables 2 and the relevant table from 3a-h should be added together. They are shown separately so that the composition of an employee's full entitlement is clear.

7.8 Calculation of Reckonable service

7.9 An employee's continuous previous service with a NHS employer will count as reckonable service in respect of annual leave.

7.10 In addition, aggregated NHS service, i.e. any period of time that has been worked in the NHS, regardless of whether or not there has been a break in service, will count as reckonable service for annual leave.

7.11 For purposes of aggregated service, time spent in a highly relevant role in organisations other than the NHS i.e. roles that are comparable in their function and qualification to the role for which they have applied in the trust, may at the discretion of the Manager (after seeking HR advice), be counted as aggregated service, e.g. Social Services, Independent Practitioners (General Practitioners, Dentists, Optometrists and Pharmacists) and their staff. Locum agency and bank service will not count.

7.12 Determining the length of Reckonable Service

In order to have previous service, as detailed in 7.11, regarded as reckonable service, staff will need to provide formal documentary evidence of any relevant, reckonable service. Human Resources will verify this evidence.

7.13 Entitlement on joining

7.14 All new members of staff will be entitled to paid annual leave in the year of joining the Trust, on a pro-rata basis.

7.15 Entitlement in the first year is dependent on the number of full complete calendar weeks worked after the date of joining and before the end of the annual leave year. A full complete calendar week commences from the Monday to the following Sunday, inclusive. Employees who commence part way through a week will have their annual leave calculated from the following Monday.

7.16 Total annual leave entitlement for part years can be calculated using Tables 2 + 3a-h but this must be pro rata to the number of weeks remaining in the leave year from the date of joining (please use the annual leave and bank holiday ready

reckoner on <https://esource.leicspart.nhs.uk/YourWorkingLife-HumanResources-EssentialHRResources-AnnualleaveBankHolidays.aspx>). Paid annual leave is calculated based on 1/52 of the full year entitlement for each complete calendar week (subject to the terms of the paragraph above).

- 7.17 The General Public Holiday's hour's entitlement will be based on the number of general public Holidays remaining in the current leave year from the date of joining.

Example:

A member of staff works 25 hours per week, their joining date is 24 August and they are new to the NHS. Their leave entitlement for a full leave year would be 135 hours (per Table 2). As they started on 24 August, they are entitled to 31 weeks of annual leave i.e. 31/52ths of 135 hours which is 80.48 = 80.5 hours annual leave. General Public Holiday hours must be added to this (using the relevant table from Tables 3a-h. This total will vary depending on the number of General Public Holidays remaining in the current leave year. For the purposes of this example, assume that there are 4 General Public Holidays remaining in the leave year. Therefore, using Table 3e, if weekly basic hours are 25 then 4 General Public Holidays is 20 hours. So the total leave entitlement for the part leave year will be 80.5hrs +20hrs = 100.5 hours to be taken by the 31 March.

8. Process for the requesting, approval and allocation of annual leave

- 8.1 At the beginning of the leave year, managers and staff should look ahead and plan how leave will be taken.
- 8.2 A minimum of 75 % of an employee's total leave allowance (annual leave plus bank holidays) must be requested 6 weeks in advance of the start of the leave year.
- 8.3 The remaining leave entitlement must have been requested and booked by September 30th of the leave year. Approval by the line manager will be granted in line with service need. Any leave not requested and approved by the employee's line manager by 30th September will be allocated by the line manager automatically to ensure that all leave is taken and that service needs are met. This will be done following discussion with the employee(s) concerned.
- 8.4 It may be necessary to accommodate emergency leave requirements and line managers will ensure that personal circumstances are taken into account if there is a need to reallocate pre-approved leave.
- 8.5 Requests and allocation of leave will be managed as per local service arrangements.
- 8.6 Members of staff should request their leave in February in order to provide the approving manager opportunity to review all requests and allocate fairly. Confirmation will be received by the start of the new leave year (i.e. 1 April).
- 8.7 All new staff joining the Trust part way through the annual leave year are required to agree their annual leave with their manager within the first month of employment.
- 8.8 New staff commencing in January and early February will be able to make requests for the new leave year as per local arrangements. All other new staff commencing after mid-February will need to agree their annual leave for the remainder of the current leave year and for the new leave year with their manager within the first month of employment.

8.9 Employees on e-Rostering or ESR self-service must use the appropriate systems to request their annual leave and bank holidays.

Example

Total Leave Booking and Allocation based on Full time hours

Annual Leave entitlement in days plus bank holidays	Total (Days and Hours)	1 April	30 September
Agenda for Change entitlement		75 % of leave to be booked. If 75% of leave has not been requested and approved by agreed date in February it will be allocated by the line manager. Minimum number of days and hours.	Remaining leave to be booked If remaining leave has not been requested and approved it will be allocated by the line manager. Annual leave cannot be carried over to the following leave year.
27 + 8 bank holidays (On appointment)	35 (262.50 hours)	26 days (195 hours)	9 (67.50 hours)
29 + 8 bank Holidays (After 5 years)	37 (277.50 hours)	28 days (210 hours)	9 (67.50 hours)
33 + 8 bank holidays (After 10 years)	41 (307.50 hours)	31 days (232.50 hours)	10 (75 hours)

9.0 General Public Holidays ('Bank Holidays')

9.1 A General Public Holiday shall be defined as a period of normal duty that starts within the period of 24 hours from midnight to midnight.

9.2 Employees will be entitled to all paid General Public Holidays (Bank Holidays) in the leave Year. All part time staff are entitled to the Bank Holidays pro rata to the full time allowance.

The 8 General Public Holidays in the year are:

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

9.3 All employees are entitled to the above 8 paid General Public Holidays in the leave year (NB subject to paragraph 7.13). In the case of part time staff, this will be a

proportionate number of General Public Holiday hours based on their basic weekly contracted hours.

- 9.4 Tables 3a-h identifies the actual entitlement in hours pro rata per General Public Holiday and for the total leave year. The total leave entitlement is calculated by adding their annual leave entitlement per Table 2 to the appropriate Bank Holiday hour's entitlement in Tables 3a-h.
- 9.5 On each and every occasion an employee takes paid time off on a General Public Holiday as part of their basic week, the appropriate deduction of their normal basic **working hours for that day** will be made from their total leave entitlement.
- 9.6 Where operationally possible and subject to mutual agreement, an employee may change their days of working during a General Public Holiday week and therefore retain their leave entitlement in respect of the General Public Holiday. This can then be taken as time off at another time. Under these circumstances, General Public Holidays will not attract enhancements.

Example: Employee A is not required to work on May Bank Holiday (Monday). They are entitled to a full year's leave allowance. Their normal contracted hours of work are 18 per week. They would normally work 6 hours on a Monday and they have less than 5 years' service. So, using the above principle, 6 hours will be deducted from their total entitlement of 126 hours (Tables 2+3a).

Example: Employee B works 30 hours per week. They are entitled to a full year's leave allowance. They would normally work 7.5 hours on a Monday and have over 10 years' service. They are required to work on May Bank Holiday so their leave entitlement remains intact as this day has not been taken off as leave, under these circumstances the Bank Holiday will attract enhancements. They are not required to work on August Bank Holiday so 7.5 hours will be deducted from their total leave entitlement of 246 hours (Tables 2+3a).

- 9.7 It is suggested, in the case of employees who are **never** required to work on any General Public Holidays that fall on a normal working day, that at the beginning of the leave year, Managers and staff may find it helpful to make the appropriate total General Public Holidays deduction (using Table 4). Clearly, this deduction cannot be made if the employees' working days vary.
- 9.8 It is possible that some part time employees (particularly if they work 'fixed' days including Mondays) could be rostered to 'work' on more general public holidays than is allowed for under their general public holiday's hour's entitlement. Where this is the case and when the department would normally close, the following options are available and should be agreed with their manager at the commencement of each leave year (where possible):
- a) Use hours out of their total paid leave entitlement to take the general public holiday as paid leave; or
 - b) Use time accrued through flexi-time to take the general public holiday as paid leave; or

- c) To not work the general public holiday and to work instead another day in the same week. Alternatively, this 'additional' day may be worked within four weeks following the general public holiday by agreement and subject to trust/service needs; or
- d) Agree with their manager which general public holidays they wish to take as paid leave in the year and which will be taken as unpaid leave.

9.9 To ensure flexibility and help to achieve work-life balance, the options above can be changed at the start of each leave year by agreement with the line manager.

9.10 There will be some years when as many as 10 or as few as 6 paid general public holidays fall within the leave year, because the Easter holidays can fall in March or April. When this occurs no adjustments will be made to the calculation of paid leave entitlements, since overall entitlements will 'balance out' between years. Each year will be treated as if 8 general public holidays fell within it. This arrangement has no impact when leave relating to Easter is actually taken but will be deducted from the leave year entitlement to which it applies.

9.11 The Agenda for Change terms and conditions of service provide for all employees, including part time workers, required to work or be on-call on a general public holiday to receive the appropriate payment for the duties undertaken and equivalent time to be taken off in lieu at plain time rates. All employees within the trust (excluding those in section 6 for whom separate provisions apply) already have their general public holiday entitlement for the year incorporated into their total leave entitlement for the year. This means that if employees are required to work on a bank holiday they have already been allocated the number of hours needed to take time off in lieu at a later date. These hours when taken should be deducted from the total leave entitlement for the year and recorded on ESR and Health Roster (E-Roster).

10.0 Entitlement on changing Contracted Hours

10.1 Where employees change their contracted hours, this will result in a re-calculation of their annual leave entitlement based on completed weeks on the new and the old contracted hours to give the full year entitlement. Please use the annual leave and bank holiday ready reckoner on <https://esource.leicspart.nhs.uk/YourWorkingLife-HumanResources-EssentialHRResources-AnnualleaveBankHolidays.aspx>.

Example:

A member of staff has less than 5 years' service and works 37.5 hours from 1st April to 31st October and 25 hours w. e. f. 1st November:

1. Calculate annual leave and bank holiday entitlement based on 37.5 hours for 1st April – 31st October.

Full annual leave entitlement = 202.5 hours (table 2)

General Public Holidays occurring = 5 = 37.5 hours (table 3d)

Annual leave $30/52 \times 202.5 = 117$ hours

Total: $117 + 37.5 = 154.5$ hours

2. Calculate annual leave and bank holiday entitlement based on 25 hours for 1st November to 31st March.

Full annual leave entitlement = 135 hours (table 2)

General Public Holidays occurring = 3 = 15 hours (table 3f)

Annual leave = $22/52 \times 135 = 57$ hours

Total: $57 + 15 = 72$ hours

Total leave for year = $72 + 154.5 = 226.5$ hours

11.0 Changes in long service entitlements during the year

- 11.1 Staff are responsible for informing their line manager when their annual leave entitlement increases (after 5 and 10 years' service respectively). If a staff member does not notify their line manager of the increased entitlement immediately prior to the year in which the uplift occurs, then the additional leave due can only be taken if there is sufficient time, subject to service delivery requirements, for the leave to be accommodated before the end of the annual leave year.
- 11.2 Staff whose annual leave entitlement changes part way through a leave year as a result of long service (five or ten years) should have their annual leave entitlement calculated in two parts on a pro-rata basis. The calculation will be based on the number of completed weeks worked in the leave year prior to and after reaching the long service threshold.

12.0 Carry Over of Leave

- 12.1 The Trust expects that all employees will be provided with the opportunity to take all of their annual leave within the annual leave year and it is expected that all leave will be taken.
- 12.2 Employees do not have a right to carry annual leave over from one leave year to the next. Where, exceptionally, staff have been explicitly prevented from taking their leave due to service demands or for planned extended leave in the following year carry over up to a maximum of one working week, expressed in terms of contracted hours, and may be carried forward with the approval of the Head of Service. Appendix 5 application form for carry over of annual leave should be completed.
- 12.3 Payment will not be made in lieu of annual leave not taken other than on termination of employment.

13.0 Sickness occurring during Annual Leave or General Public Holidays

- 13.1 If an employee falls sick whilst on previously agreed or nominated annual leave, then the period covered will be treated as sick leave, allowing the employee to take the annual leave another time. Under these circumstances, the Trust will require a statement of fitness to work (or 'fit note'), employees cannot self-certificate.
- 13.2 In accordance with Agenda for Change Terms and Conditions, employees will **not** be entitled to an additional day off if sick on a General Public Holiday. Under these circumstances, employees will not be paid General Public Holiday enhancements. Hours must be deducted from overall entitlement for General Public Holidays.

14.0 Accrual of Annual Leave and General Public Holidays

14.1 Maternity/Paternity/Adoption/Parental Leave

14.2 Employees may be entitled to annual leave and general public holidays during maternity/paternity/adoption and Parental leave. Please refer to the Maternity, Paternity, Adoption and Parental Leave Policy and Procedure for further details.

14.3 Sickness absence

14.4 Employees on long term sick leave should ensure that they plan how they will take their accrued annual leave to ensure that it is all taken within the leave year. This may mean that all or a proportion of it should be taken whilst on sick leave.

14.5 From a statutory perspective a minimum of 28 days annual leave (including bank holidays) must be taken each financial year (pro-rated for part time staff). If due to sickness a member of staff has been unable to take the minimum 28 days statutory leave by 31 March, the difference between 28 days and leave already taken may be carried over into the next leave year. Guidance can be sought from your HR Advisor.

14.6 Please note that in line with paragraph 13.2, leave entitlement for statutory holidays that fell during the period of sickness absence will also be deducted. Please refer to Appendix 10 of the Management of Ill Health Policy and Procedure for further details. Employees will not be entitled to reclaim a statutory/public holiday if they are sick on that day.

15.0 Religious and cultural observance

15.1 Subject to service needs, the Trust will support requests, wherever possible, for time off during religious festivals which are not covered by statutory public holidays. Line managers should use discretion to grant annual leave, time off in lieu, flexible working or unpaid leave when considering requests for such leave.

15.2 It is recommended that staff make their request for time off as soon as the dates are known in order to facilitate the effective planning of leave arrangements. Line managers should keep in mind that some religious festivals are determined by the lunar calendar and, therefore, dates change from year to year. Managers will be expected to consider such requests in accordance with service needs and accommodate these where reasonable to do so.

16.0 Other forms of leave/ Unpaid Leave

16.1 In normal circumstances paid annual leave should be exhausted prior to any unpaid leave being granted.

16.2 Other forms of leave are also available dependent on the circumstances. Please refer to the Special Leave Policy for further details.

17.0 Duration of Annual Leave

17.1 Annual leave should normally be taken in periods of not less than ½ a working day or ½ working shift, however line managers can be flexible to grant leave less than a ½ working shift.

- 17.2 In normal circumstances the maximum duration of any one period of annual leave will be 2 working weeks.
- 17.3 A longer period may be granted subject to mutual agreement.
- 17.4 As a governing principle, the number of hours taken as paid leave will equal the number of hours the employee would otherwise have worked.

18.0 Entitlement on Leaving

- 18.1 Employees who leave the Trust will receive 1/52th of their annual leave entitlement per Table 2 for each completed week worked up to the date of leaving, less any annual leave taken plus the benefit of any outstanding Bank Holiday hours for Bank Holidays that have occurred in the leave year prior to the date of leaving (Table 4).
- 18.2 Where total leave taken is less than the earned total leave entitlement an appropriate payment will be made in the final salary by extending the date of termination.
- 18.3 Where total leave taken exceeds the earned total leave entitlement an appropriate deduction will be made from the final salary.
- 18.4 Where an employee's contract of employment is terminated on grounds of ill health, they will be paid in lieu for any outstanding accrued annual leave.

19.0 Training needs

- 19.1 There is no training requirement identified within this policy

20.0 Monitoring Compliance and Effectiveness

Human Resources will ensure that a process is undertaken to monitor the compliance and effectiveness of this policy and procedure. This will include:

Ref	Minimum Requirements	Evidence for Self-assessment	Process for Monitoring	Responsible Individual / Group	Frequency of monitoring
	Annual leave entitlements for new starters taking into account reckonable service	7.0 to 7.17	HR will produce contracts of employment to reflect annual leave entitlement taking into account previous NHS employment	Workforce and Wellbeing Group	Weekly
	Re-calculation of annual leave when changing hours/leavers	10.0 & 18.0 to 18.4	Line managers will recalculate and record annual leave liaising with HR where appropriate	Workforce and Wellbeing Group	Monthly to annual

	Carry over of Leave	12.0 to 12.3	HR will remind managers to review annual leave for their staff during end of leave year	Workforce and Wellbeing Group	Annual
	Recording annual leave	4.6 & 4.8	Documentation for recording annual leave will be held within personal records, ESR and E-Rostering	Workforce and Wellbeing Group	Weekly
	Accrual of annual leave	14.0 to 14.6	HR will discuss individual employee cases with line managers through sickness meetings	Workforce and Wellbeing Group	Monthly to annual

21.0 Standards/Performance Indicators

TARGET/STANDARDS	KEY PERFORMANCE INDICATOR
Care Quality Commission registration standards (outcome 14) <i>Supporting Workers</i> (21) of the Health & Social Care Act (2008) (Regulated Activities Regulations 2010 CQC essential standards)	That the trust maintains compliance with CQC registration standards, this policy supports outcome standards 14

22.0 References and Bibliography

This policy was drafted with reference to the following:

1. Agenda for Change: NHS Terms and Conditions of Service Handbook
2. Leicestershire Partnership Trust 'Sickness Absence Management Policy and Procedure'
3. Leicestershire Partnership Trust 'Maternity/Paternity/Adoption and Parental Leave Policy'
4. Health & Safety Executive: The Working Time Regulations
5. Gov.uk website <https://www.gov.uk/bank-holidays>

The NHS Constitution

The NHS will provide a universal service for all based on clinical need, not ability to pay. The NHS will provide a comprehensive range of services

Shape its services around the needs and preferences of individual patients, their families and their carers	<input type="checkbox"/>
Respond to different needs of different sectors of the population	<input type="checkbox"/>
Work continuously to improve quality services and to minimise errors	✓
Support and value its staff	✓
Work together with others to ensure a seamless service for patients	✓
Help keep people healthy and work to reduce health inequalities	✓
Respect the confidentiality of individual patients and provide open access to information about services, treatment and performance	<input type="checkbox"/>


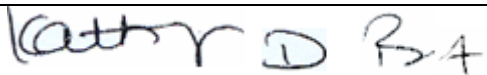
Stakeholders and Consultation**Key individuals involved in developing the document**

Name	Designation
Nilam Daji	Senior HR Advisor

Circulated to the following individuals for comment

Name	Designation
Directors / Heads of Service and Direct Reports	
Operational HR Team	
Equalities Team	
Staffside	
Workforce & Wellbeing Group	

Due Regard Screening Template

Section 1	
Name of activity/proposal	Annual Leave Policy
Date Screening commenced	18 th November 2019
Directorate / Service carrying out the assessment	Human Resources and Organisational Development
Name and role of person undertaking this Due Regard (Equality Analysis)	Nilam Daji, Senior HR Advisor
Give an overview of the aims, objectives and purpose of the proposal:	
AIMS: The Trust recognises that annual leave is an important part of an employees work-life balance. The aim of this policy is to provide a uniform, consistent and equitable approach to the calculation, application and management of paid annual leave and paid general public holiday entitlements in line with the provisions set out under 'Agenda for Change' that is clear to all.	
OBJECTIVES: This policy outlines the entitlement to annual leave for staff in Agenda for Change terms and conditions, together with information on how to manage the use of annual leave from an individual employee and managerial perspective.	
Section 2	
Protected Characteristic	If the proposal/s have a positive or negative impact please give brief details
Age	Positive impact as this policy is supportive to staff who fall within the remit of the Equality Act 2010, ensuring consistency in approach for all staff irrespective of who they are.
Disability	As above
Gender reassignment	As above
Marriage & Civil Partnership	As above
Pregnancy & Maternity	As above
Race	As above
Religion and Belief	As above
Sex	As above
Sexual Orientation	As above
Other equality groups?	As above
Section 3	
Does this activity propose major changes in terms of scale or significance for LPT? For example, is there a clear indication that, although the proposal is minor it is likely to have a major affect for people from an equality group/s? Please <u>tick</u> appropriate box below.	
Yes	
No	
High risk: Complete a full EIA starting click here to proceed to Part B	Low risk: Go to Section 4. <input checked="" type="checkbox"/>
Section 4	
If this proposal is low risk please give evidence or justification for how you reached this decision:	
This policy is low risk as the Trust supports all staff to take annual leave evenly throughout the leave year.	
Signed by reviewer/assessor	 Date 18/11/2019
Sign off that this proposal is low risk and does not require a full Equality Analysis	
Head of Service Signed	 Date 18/11/2019

LEAVE/ABSENCE RECORD

YEAR COMMENCING

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1												
2												
3												
4												
5												
6												
7												
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26												
27												
28												
29												
30												
31												

KEY:	AL Annual leave	BHW Bank Holiday Worked	ML Maternity Leave
	FL Flexi-leave	BHT Bank Holiday Taken	PL Paternity Leave
	S Sickness	ET External Training	AdL Adoption Leave
	UA Unauthorised Absence	IT Internal Training	PaL Parental Leave
	CL Compassionate Leave	SLP Special Leave with pay	UPL Unpaid Leave
	VL Volunteering Leave		

PERSONAL DETAILS

ADDRESS:EMERGENCY CONTACT:

 RELATIONSHIP:
 ADDRESS:
 HOME TEL NO: (.....)
 DATE OF BIRTH:
 TEL NO: Work (.....) Home (.....)

APPLICATION FORM FOR CARRY OVER OF ANNUAL LEAVE

Name:		Assignment No:	
Department:		Employee No:	

I wish to carry forward hour(s) of my annual leave entitlement to the next leave year for the following reason*:

Signed:		Date:	
---------	--	-------	--

I certify that the above named is unable to take all their annual leave in this leave year for the reason specified above.

Signed: (Head of Service)		Date:	
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* Please note:

1. Subject to the needs of the service, up to 5 days annual leave may be carried forward on application and taken in the following year.
2. Where a staff member is entitled to leave carried over from the previous leave year, the leave first taken in the current year shall be deemed to be that carried over until the amount of carried over leave is exhausted.
3. Except in those circumstances for which special provision has been made under the, annual leave not taken shall not be carried over to the following year.
4. Payment will not be made in lieu of annual leave not taken, except on termination of employment.

Completed forms should be sent to:

The relevant Head of Service for your division

Table 2

AGENDA FOR CHANGE: ANNUAL LEAVE ENTITLEMENT FOR COMPLETE YEARS EXCLUSIVE OF BANK HOLIDAYS

WEEKLY BASIC CONTRACTED HOURS (a)	ON APPOINTMENT		AFTER 5 YEARS SERVICE		AFTER 10 YEARS SERVICE		
	27 DAYS (b)	29 DAYS (c)	33 DAYS (d)	WEEKLY BASIC CONTRACTED HOURS (a)	ON APPOINTMENT 27 DAYS (b)	29 DAYS (c)	33 DAYS (d)
37.5	202.5	217.5	247.5	19.0	102.5	110.0	125.5
37.0	200.0	214.5	244.0	18.75	101.5	109.0	124.0
36.5	197.0	211.5	241.0	18.5	100.0	107.5	122.0
36.0	194.5	209.0	237.5	18.0	97.0	104.5	119.0
35.5	191.5	206.0	234.5	17.5	94.5	101.5	115.5
35.0	189.0	203.0	231.0	17.0	92.0	98.5	112.0
34.5	186.5	200.0	227.5	16.5	89.0	95.5	109.0
34.0	183.5	197.0	224.5	16.0	86.5	93.0	105.5
33.5	181.0	194.5	221.0	15.5	83.5	90.0	102.5
33.0	178.0	191.5	218.0	15.0	81.0	87.0	99.0
32.5	175.5	188.5	214.5	14.5	78.5	84.0	95.5
32.0	173.0	185.5	211.0	14.0	75.5	81.0	92.5
31.5	170.0	182.5	208.0	13.5	73.0	78.5	89.0
31.0	167.5	180.0	204.5	13.0	70.0	75.5	86.0
30.5	164.5	177.0	201.5	12.5	67.5	72.5	82.5
30.0	162.0	174.0	198.0	12.0	65.0	69.5	79.0
29.5	159.5	171.0	194.5	11.5	62.0	66.5	76.0
29.0	156.5	168.0	191.5	11.0	59.5	64.0	72.5
28.5	154.0	165.5	188.0	10.5	56.5	61.0	69.5
28.0	151.0	162.5	185.0	10.0	54.0	58.0	66.0
27.5	148.5	159.5	181.5	9.5	51.5	55.0	62.5
27.0	146.0	156.5	178.0	9.0	48.5	52.0	59.5
26.5	143.0	153.5	175.0	8.5	46.0	49.5	56.0
26.0	140.5	151.0	171.5	8.0	43.0	46.5	53.0
25.5	137.5	148.0	168.5	7.5	40.5	43.5	49.5
25.0	135.0	145.0	165.0	7.0	38.0	40.5	46.0
24.5	132.5	142.0	161.5	6.5	35.0	37.5	43.0
24.0	129.5	139.0	158.5	6.0	32.5	35.0	39.5
23.5	127.0	136.5	155.0	5.5	29.5	32.0	36.5
23.0	124.0	133.5	152.0	5.0	27.0	29.0	33.0
22.5	121.5	130.5	148.5	4.5	24.5	26.0	29.5
22.0	119.0	127.5	145.0	4.0	21.5	23.0	26.5
21.5	116.0	124.5	142.0	3.5	19.0	20.5	23.0
21.0	113.5	122.0	138.5	3.0	16.0	17.5	20.0
20.5	110.5	119.0	135.5	2.5	13.5	14.5	16.5
20.0	108.0	116.0	132.0	2.0	11.0	11.5	13.0
19.5	105.5	113.0	128.5	1.5	8.0	8.5	10.0
				1.0	5.5	6.0	6.5

Formula is: **Weekly Contracted Hrs x No. of Annual Leave Days Entitlement**

Table 3a

AGENDA FOR CHANGE: CALCULATION OF BANK HOLIDAY ENTITLEMENT BASED ON 8 BANK HOLIDAYS

WEEKLY BASIC CONTRACTED HOURS (a)	HOURLY ENTITLEMENT FOR FULL LEAVE YEAR (8 BANK HOLIDAYS) (e)	HOURLY ENTITLEMENT ON EACH BANK HOLIDAY AS IT OCCURS (f)	WEEKLY BASIC CONTRACTED HOURS (a)	HOURLY ENTITLEMENT FOR FULL LEAVE YEAR (8 BANK HOLIDAYS) (e)	HOURLY ENTITLEMENT ON EACH BANK HOLIDAY AS IT OCCURS (f)
37.5	60.0	7.5	18.75	30.0	3.75
37.0	59.0	7.4	18.5	29.5	3.7
36.5	58.5	7.3	18.0	29.0	3.6
36.0	57.5	7.2	17.5	28.0	3.5
35.5	57.0	7.1	17.0	27.0	3.4
35.0	56.0	7.0	16.5	26.5	3.3
34.5	55.0	6.9	16.0	25.5	3.2
34.0	54.5	6.8	15.5	25.0	3.1
33.5	53.5	6.7	15.0	24.0	3.0
33.0	53.0	6.6	14.5	23.0	2.9
32.5	52.0	6.5	14.0	22.5	2.8
32.0	51.0	6.4	13.5	21.5	2.7
31.5	50.5	6.3	13.0	21.0	2.6
31.0	49.5	6.2	12.5	20.0	2.5
30.5	49.0	6.1	12.0	19.0	2.4
30.0	48.0	6.0	11.5	18.5	2.3
29.5	47.0	5.9	11.0	17.5	2.2
29.0	46.5	5.8	10.5	17.0	2.1
28.5	45.5	5.7	10.0	16.0	2.0
28.0	45.0	5.6	9.5	15.0	1.9
27.5	44.0	5.5	9.0	14.5	1.8
27.0	43.0	5.4	8.5	13.5	1.7
26.5	42.5	5.3	8.0	13.0	1.6
26.0	41.5	5.2	7.5	12.0	1.5
25.5	41.0	5.1	7.0	11.0	1.4
25.0	40.0	5.0	6.5	10.5	1.3
24.5	39.0	4.9	6.0	9.5	1.2
24.0	38.5	4.8	5.5	9.0	1.1
23.5	37.5	4.7	5.0	8.0	1.0
23.0	37.0	4.6	4.5	7.0	0.9
22.5	36.0	4.5	4.0	6.5	0.8
22.0	35.0	4.4	3.5	5.5	0.7
21.5	34.5	4.3	3.0	5.0	0.6
21.0	33.5	4.2	2.5	4.0	0.5
20.5	33.0	4.1	2.0	3.0	0.4
20.0	32.0	4.0	1.5	2.5	0.3
19.5	31.0	3.9	1.0	1.5	0.2
19.0	30.5	3.8	0.5	1.0	0.1

Formula is: **Weekly Contracted Hrs x No. of Bank Holidays Entitlement**

Table 3b

AGENDA FOR CHANGE: CALCULATION OF BANK HOLIDAY ENTITLEMENT BASED ON 7 BANK HOLIDAYS

WEEKLY BASIC CONTRACTED HOURS (a)	HOURLY ENTITLEMENT FOR REMAINING LEAVE YEAR (7 BANK HOLIDAYS) (e)	HOURLY ENTITLEMENT ON EACH BANK HOLIDAY AS IT OCCURS (f)	WEEKLY BASIC CONTRACTED HOURS (a)	HOURLY ENTITLEMENT FOR REMAINING LEAVE YEAR (7 BANK HOLIDAYS) (e)	HOURLY ENTITLEMENT ON EACH BANK HOLIDAY AS IT OCCURS (f)
37.5	52.5	7.5	18.75	26.5	3.8
37.0	52.0	7.4	18.5	26.0	3.7
36.5	51.0	7.3	18.0	25.0	3.6
36.0	50.5	7.2	17.5	24.5	3.5
35.5	50.0	7.1	17.0	24.0	3.4
35.0	49.0	7.0	16.5	23.0	3.3
34.5	48.5	6.9	16.0	22.5	3.2
34.0	47.5	6.8	15.5	21.5	3.1
33.5	47.0	6.7	15.0	21.0	3.0
33.0	46.0	6.6	14.5	20.5	2.9
32.5	45.5	6.5	14.0	20.0	2.8
32.0	45.0	6.4	13.5	19.0	2.7
31.5	44.0	6.3	13.0	18.0	2.6
31.0	43.5	6.2	12.5	17.5	2.5
30.5	43.0	6.1	12.0	17.0	2.4
30.0	42.0	6.0	11.5	16.0	2.3
29.5	41.5	5.9	11.0	15.5	2.2
29.0	40.5	5.8	10.5	14.5	2.1
28.5	40.0	5.7	10.0	14.0	2.0
28.0	39.0	5.6	9.5	13.5	1.9
27.5	38.5	5.5	9.0	12.5	1.8
27.0	38.0	5.4	8.5	12.0	1.7
26.5	37.0	5.3	8.0	11.0	1.6
26.0	36.5	5.2	7.5	10.5	1.5
25.5	35.5	5.1	7.0	10.0	1.4
25.0	35.0	5.0	6.5	9.0	1.3
24.5	34.5	4.9	6.0	8.5	1.2
24.0	33.5	4.8	5.5	7.5	1.1
23.5	33.0	4.7	5.0	7.0	1.0
23.0	32.0	4.6	4.5	6.5	0.9
22.5	31.5	4.5	4.0	5.5	0.8
22.0	31.0	4.4	3.5	5.0	0.7
21.5	30.0	4.3	3.0	4.0	0.6
21.0	29.5	4.2	2.5	3.5	0.5
20.5	28.5	4.1	2.0	3.0	0.4
20.0	28.0	4.0	1.5	2.0	0.3
19.5	27.5	3.9	1.0	1.5	0.2
19.0	26.5	3.8	0.5	0.5	0.1

Formula is: **Weekly Contracted Hrs X No. of Bank Holidays Entitlement**

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Table 3c

AGENDA FOR CHANGE: CALCULATION OF BANK HOLIDAY ENTITLEMENT BASED ON 6 BANK HOLIDAYS

WEEKLY BASIC CONTRACTED HOURS (a)	HOURLY ENTITLEMENT FOR REMAINING LEAVE YEAR (6 BANK HOLIDAYS) (e)	HOURLY ENTITLEMENT ON EACH BANK HOLIDAY AS IT OCCURS (f)	WEEKLY BASIC CONTRACTED HOURS (a)	HOURLY ENTITLEMENT FOR REMAINING LEAVE YEAR (6 BANK HOLIDAYS) (e)	HOURLY ENTITLEMENT ON EACH BANK HOLIDAY AS IT OCCURS (f)
37.5	45.0	7.5	18.75	22.5	3.8
37.0	44.5	7.4	18.5	22.0	3.7
36.5	44.0	7.3	18.0	21.5	3.6
36.0	43.0	7.2	17.5	21.0	3.5
35.5	42.5	7.1	17.0	20.5	3.4
35.0	42.0	7.0	16.5	20.0	3.3
34.5	41.5	6.9	16.0	19.0	3.2
34.0	41.0	6.8	15.5	18.5	3.1
33.5	40.0	6.7	15.0	18.0	3.0
33.0	39.5	6.6	14.5	17.5	2.9
32.5	39.0	6.5	14.0	17.0	2.8
32.0	38.5	6.4	13.5	16.0	2.7
31.5	38.0	6.3	13.0	15.5	2.6
31.0	37.0	6.2	12.5	15.0	2.5
30.5	36.5	6.1	12.0	14.5	2.4
30.0	36.0	6.0	11.5	14.0	2.3
29.5	35.5	5.9	11.0	13.0	2.2
29.0	35.0	5.8	10.5	12.5	2.1
28.5	34.0	5.7	10.0	12.0	2.0
28.0	33.5	5.6	9.5	11.5	1.9
27.5	33.0	5.5	9.0	11.0	1.8
27.0	32.5	5.4	8.5	10.0	1.7
26.5	32.0	5.3	8.0	9.5	1.6
26.0	31.0	5.2	7.5	9.0	1.5
25.5	30.5	5.1	7.0	8.5	1.4
25.0	30.0	5.0	6.5	8.0	1.3
24.5	29.5	4.9	6.0	7.0	1.2
24.0	29.0	4.8	5.5	6.5	1.1
23.5	28.0	4.7	5.0	6.0	1.0
23.0	27.5	4.6	4.5	5.5	0.9
22.5	27.0	4.5	4.0	5.0	0.8
22.0	26.5	4.4	3.5	4.0	0.7
21.5	26.0	4.3	3.0	3.5	0.6
21.0	25.0	4.2	2.5	3.0	0.5
20.5	24.5	4.1	2.0	2.5	0.4
20.0	24.0	4.0	1.5	2.0	0.3
19.5	23.5	3.9	1.0	1.0	0.2
19.0	23.0	3.8	0.5	0.5	0.1

Formula is: **Weekly Contracted Hrs X No. of Bank Holidays Entitlement**

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Table 3d

AGENDA FOR CHANGE: CALCULATION OF BANK HOLIDAY ENTITLEMENT BASED ON 5 BANK HOLIDAYS

WEEKLY BASIC CONTRACTED HOURS (a)	HOURLY ENTITLEMENT FOR REMAINING LEAVE YEAR (5 BANK HOLIDAYS) (e)	HOURLY ENTITLEMENT ON EACH BANK HOLIDAY AS IT OCCURS (f)	WEEKLY BASIC CONTRACTED HOURS (a)	HOURLY ENTITLEMENT FOR REMAINING LEAVE YEAR (5 BANK HOLIDAYS) (e)	HOURLY ENTITLEMENT ON EACH BANK HOLIDAY AS IT OCCURS (f)
37.5	37.5	7.5	18.75	19.0	3.8
37.0	37.0	7.4	18.5	18.5	3.7
36.5	36.5	7.3	18.0	18.0	3.6
36.0	36.0	7.2	17.5	17.5	3.5
35.5	35.5	7.1	17.0	17.0	3.4
35.0	35.0	7	16.5	16.5	3.3
34.5	34.5	6.9	16.0	16.0	3.2
34.0	34.0	6.8	15.5	15.5	3.1
33.5	33.5	6.7	15.0	15.0	3
33.0	33.0	6.6	14.5	14.5	2.9
32.5	32.5	6.5	14.0	14.0	2.8
32.0	32.0	6.4	13.5	13.5	2.7
31.5	31.5	6.3	13.0	13.0	2.6
31.0	31.0	6.2	12.5	12.5	2.5
30.5	30.5	6.1	12.0	12.0	2.4
30.0	30.0	6	11.5	11.5	2.3
29.5	29.5	5.9	11.0	11.0	2.2
29.0	29.0	5.8	10.5	10.5	2.1
28.5	28.5	5.7	10.0	10.0	2
28.0	28.0	5.6	9.5	9.5	1.9
27.5	27.5	5.5	9.0	9.0	1.8
27.0	27.0	5.4	8.5	8.5	1.7
26.5	26.5	5.3	8.0	8.0	1.6
26.0	26.0	5.2	7.5	7.5	1.5
25.5	25.5	5.1	7.0	7.0	1.4
25.0	25.0	5	6.5	6.5	1.3
24.5	24.5	4.9	6.0	6.0	1.2
24.0	24.0	4.8	5.5	5.5	1.1
23.5	23.5	4.7	5.0	5.0	1
23.0	23.0	4.6	4.5	4.5	0.9
22.5	22.5	4.5	4.0	4.0	0.8
22.0	22.0	4.4	3.5	3.5	0.7
21.5	21.5	4.3	3.0	3.0	0.6
21.0	21.0	4.2	2.5	2.5	0.5
20.5	20.5	4.1	2.0	2.0	0.4
20.0	20.0	4	1.5	1.5	0.3
19.5	19.5	3.9	1.0	1.0	0.2
19.0	19.0	3.8	0.5	0.5	0.1

Formula is: **Weekly Contracted Hrs X No. of Bank Holidays Entitlement**

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Table 3e

AGENDA FOR CHANGE: CALCULATION OF BANK HOLIDAY ENTITLEMENT BASED ON 4 BANK HOLIDAYS

WEEKLY BASIC CONTRACTED HOURS (a)	HOURLY ENTITLEMENT FOR REMAINING LEAVE YEAR (4 BANK HOLIDAYS) (e)	HOURLY ENTITLEMENT ON EACH BANK HOLIDAY AS IT OCCURS (f)	WEEKLY BASIC CONTRACTED HOURS (a)	HOURLY ENTITLEMENT FOR REMAINING LEAVE YEAR (4 BANK HOLIDAYS) (e)	HOURLY ENTITLEMENT ON EACH BANK HOLIDAY AS IT OCCURS (f)
37.5	30.0	7.5	18.75	15.0	3.8
37.0	29.5	7.4	18.5	15.0	3.7
36.5	29.0	7.3	18.0	14.5	3.6
36.0	29.0	7.2	17.5	14.0	3.5
35.5	28.5	7.1	17.0	13.5	3.4
35.0	28.0	7.0	16.5	13.0	3.3
34.5	27.5	6.9	16.0	13.0	3.2
34.0	27.0	6.8	15.5	12.5	3.1
33.5	27.0	6.7	15.0	12.0	3.0
33.0	26.5	6.6	14.5	11.5	2.9
32.5	26.0	6.5	14.0	11.0	2.8
32.0	25.5	6.4	13.5	11.0	2.7
31.5	25.0	6.3	13.0	10.5	2.6
31.0	25.0	6.2	12.5	10.0	2.5
30.5	24.5	6.1	12.0	9.5	2.4
30.0	24.0	6.0	11.5	9.0	2.3
29.5	23.5	5.9	11.0	9.0	2.2
29.0	23.0	5.8	10.5	8.5	2.1
28.5	23.0	5.7	10.0	8.0	2.0
28.0	22.5	5.6	9.5	7.5	1.9
27.5	22.0	5.5	9.0	7.0	1.8
27.0	21.5	5.4	8.5	7.0	1.7
26.5	21.0	5.3	8.0	6.5	1.6
26.0	21.0	5.2	7.5	6.0	1.5
25.5	20.5	5.1	7.0	5.5	1.4
25.0	20.0	5.0	6.5	5.0	1.3
24.5	19.5	4.9	6.0	5.0	1.2
24.0	19.0	4.8	5.5	4.5	1.1
23.5	19.0	4.7	5.0	4.0	1.0
23.0	18.5	4.6	4.5	3.5	0.9
22.5	18.0	4.5	4.0	3.0	0.8
22.0	17.5	4.4	3.5	3.0	0.7
21.5	17.0	4.3	3.0	2.5	0.6
21.0	17.0	4.2	2.5	2.0	0.5
20.5	16.5	4.1	2.0	1.5	0.4
20.0	16.0	4.0	1.5	1.0	0.3
19.5	15.5	3.9	1.0	1.0	0.2
19.0	15.0	3.8	0.5	0.5	0.1

Formula is: **Weekly Contracted Hrs X No. of Bank Holidays Entitlement**

Table 3f

AGENDA FOR CHANGE: CALCULATION OF BANK HOLIDAY ENTITLEMENT BASED ON 3 BANK HOLIDAYS

WEEKLY BASIC CONTRACTED HOURS (a)	HOURLY ENTITLEMENT FOR REMAINING LEAVE YEAR (3 BANK HOLIDAYS) (e)	HOURLY ENTITLEMENT ON EACH BANK HOLIDAY AS IT OCCURS (f)	WEEKLY BASIC CONTRACTED HOURS (a)	HOURLY ENTITLEMENT FOR REMAINING LEAVE YEAR (3 BANK HOLIDAYS) (e)	HOURLY ENTITLEMENT ON EACH BANK HOLIDAY AS IT OCCURS (f)
37.5	22.5	7.5	18.75	11.5	3.8
37.0	22.0	7.4	18.5	11.0	3.7
36.5	22.0	7.3	18.0	11.0	3.6
36.0	21.5	7.2	17.5	10.5	3.5
35.5	21.5	7.1	17.0	10.0	3.4
35.0	21.0	7.0	16.5	10.0	3.3
34.5	20.5	6.9	16.0	9.5	3.2
34.0	20.5	6.8	15.5	9.5	3.1
33.5	20.0	6.7	15.0	9.0	3.0
33.0	20.0	6.6	14.5	8.5	2.9
32.5	19.5	6.5	14.0	8.5	2.8
32.0	19.0	6.4	13.5	8.0	2.7
31.5	19.0	6.3	13.0	8.0	2.6
31.0	18.5	6.2	12.5	7.5	2.5
30.5	18.5	6.1	12.0	7.0	2.4
30.0	18.0	6.0	11.5	7.0	2.3
29.5	17.5	5.9	11.0	6.5	2.2
29.0	17.5	5.8	10.5	6.5	2.1
28.5	17.0	5.7	10.0	6.0	2.0
28.0	17.0	5.6	9.5	5.5	1.9
27.5	16.5	5.5	9.0	5.5	1.8
27.0	16.0	5.4	8.5	5.0	1.7
26.5	16.0	5.3	8.0	5.0	1.6
26.0	15.5	5.2	7.5	4.5	1.5
25.5	15.5	5.1	7.0	4.0	1.4
25.0	15.0	5.0	6.5	4.0	1.3
24.5	14.5	4.9	6.0	3.5	1.2
24.0	14.5	4.8	5.5	3.5	1.1
23.5	14.0	4.7	5.0	3.0	1.0
23.0	14.0	4.6	4.5	2.5	0.9
22.5	13.5	4.5	4.0	2.5	0.8
22.0	13.0	4.4	3.5	2.0	0.7
21.5	13.0	4.3	3.0	2.0	0.6
21.0	12.5	4.2	2.5	1.5	0.5
20.5	12.5	4.1	2.0	1.0	0.4
20.0	12.0	4.0	1.5	1.0	0.3
19.5	11.5	3.9	1.0	0.5	0.2
19.0	11.5	3.8	0.5	0.5	0.1

Formula is: **Weekly Contracted Hrs X No. of Bank Holidays Entitlement**

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Table 3g

AGENDA FOR CHANGE: CALCULATION OF BANK HOLIDAY ENTITLEMENT BASED ON 2 BANK HOLIDAYS

WEEKLY BASIC CONTRACTED HOURS (a)	HOURLY ENTITLEMENT FOR REMAINING LEAVE YEAR (2 BANK HOLIDAYS) (e)	HOURLY ENTITLEMENT ON EACH BANK HOLIDAY AS IT OCCURS (f)	WEEKLY BASIC CONTRACTED HOURS (a)	HOURLY ENTITLEMENT FOR REMAINING LEAVE YEAR (2 BANK HOLIDAYS) (e)	HOURLY ENTITLEMENT ON EACH BANK HOLIDAY AS IT OCCURS (f)
37.5	15.0	7.5	18.75	7.5	3.8
37.0	15.0	7.4	18.5	7.5	3.7
36.5	14.5	7.3	18.0	7.0	3.6
36.0	14.5	7.2	17.5	7.0	3.5
35.5	14.0	7.1	17.0	7.0	3.4
35.0	14.0	7.0	16.5	6.5	3.3
34.5	14.0	6.9	16.0	6.5	3.2
34.0	13.5	6.8	15.5	6.0	3.1
33.5	13.5	6.7	15.0	6.0	3.0
33.0	13.0	6.6	14.5	6.0	2.9
32.5	13.0	6.5	14.0	5.5	2.8
32.0	13.0	6.4	13.5	5.5	2.7
31.5	12.5	6.3	13.0	5.0	2.6
31.0	12.5	6.2	12.5	5.0	2.5
30.5	12.0	6.1	12.0	5.0	2.4
30.0	12.0	6.0	11.5	4.5	2.3
29.5	12.0	5.9	11.0	4.5	2.2
29.0	11.5	5.8	10.5	4.0	2.1
28.5	11.5	5.7	10.0	4.0	2.0
28.0	11.0	5.6	9.5	4.0	1.9
27.5	11.0	5.5	9.0	3.5	1.8
27.0	11.0	5.4	8.5	3.5	1.7
26.5	10.5	5.3	8.0	3.0	1.6
26.0	10.5	5.2	7.5	3.0	1.5
25.5	10.0	5.1	7.0	3.0	1.4
25.0	10.0	5.0	6.5	2.5	1.3
24.5	10.0	4.9	6.0	2.5	1.2
24.0	9.5	4.8	5.5	2.0	1.1
23.5	9.5	4.7	5.0	2.0	1.0
23.0	9.0	4.6	4.5	2.0	0.9
22.5	9.0	4.5	4.0	1.5	0.8
22.0	9.0	4.4	3.5	1.5	0.7
21.5	8.5	4.3	3.0	1.0	0.6
21.0	8.5	4.2	2.5	1.0	0.5
20.5	8.0	4.1	2.0	1.0	0.4
20.0	8.0	4.0	1.5	0.5	0.3
19.5	8.0	3.9	1.0	0.5	0.2
19.0	7.5	3.8	0.5	0.2	0.1

Formula is: Weekly Contracted Hrs X No. of Bank Holidays Entitlement

Table 3h

AGENDA FOR CHANGE: CALCULATION OF BANK HOLIDAY ENTITLEMENT BASED ON 1 BANK HOLIDAY

WEEKLY BASIC CONTRACTED HOURS (a)	HOURLY ENTITLEMENT FOR REMAINING LEAVE YEAR (1 BANK HOLIDAY) (e)	HOURLY ENTITLEMENT ON EACH BANK HOLIDAY AS IT OCCURS (f)	WEEKLY BASIC CONTRACTED HOURS (a)	HOURLY ENTITLEMENT FOR REMAINING LEAVE YEAR (1 BANK HOLIDAY) (e)	HOURLY ENTITLEMENT ON EACH BANK HOLIDAY AS IT OCCURS (f)
37.5	7.5	7.5	18.75	4.0	3.8
37.0	7.5	7.4	18.5	3.5	3.7
36.5	7.5	7.3	18.0	3.5	3.6
36.0	7.0	7.2	17.5	3.5	3.5
35.5	7.0	7.1	17.0	3.5	3.4
35.0	7.0	7.0	16.5	3.5	3.3
34.5	7.0	6.9	16.0	3.0	3.2
34.0	7.0	6.8	15.5	3.0	3.1
33.5	6.5	6.7	15.0	3.0	3.0
33.0	6.5	6.6	14.5	3.0	2.9
32.5	6.5	6.5	14.0	3.0	2.8
32.0	6.5	6.4	13.5	2.5	2.7
31.5	6.5	6.3	13.0	2.5	2.6
31.0	6.0	6.2	12.5	2.5	2.5
30.5	6.0	6.1	12.0	2.5	2.4
30.0	6.0	6.0	11.5	2.5	2.3
29.5	6.0	5.9	11.0	2.0	2.2
29.0	6.0	5.8	10.5	2.0	2.1
28.5	5.5	5.7	10.0	2.0	2.0
28.0	5.5	5.6	9.5	2.0	1.9
27.5	5.5	5.5	9.0	2.0	1.8
27.0	5.5	5.4	8.5	1.5	1.7
26.5	5.5	5.3	8.0	1.5	1.6
26.0	5.0	5.2	7.5	1.5	1.5
25.5	5.0	5.1	7.0	1.5	1.4
25.0	5.0	5.0	6.5	1.5	1.3
24.5	5.0	4.9	6.0	1.0	1.2
24.0	5.0	4.8	5.5	1.0	1.1
23.5	4.5	4.7	5.0	1.0	1.0
23.0	4.5	4.6	4.5	1.0	0.9
22.5	4.5	4.5	4.0	1.0	0.8
22.0	4.5	4.4	3.5	0.5	0.7
21.5	4.5	4.3	3.0	0.5	0.6
21.0	4.0	4.2	2.5	0.5	0.5
20.5	4.0	4.1	2.0	0.5	0.4
20.0	4.0	4.0	1.5	0.5	0.3
19.5	4.0	3.9	1.0	0.2	0.2
19.0	4.0	3.8	0.5	0.1	0.1

Formula is: **Weekly Contracted Hrs X No. of Bank Holidays Entitlement**

Table 4 Bank Holidays

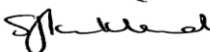
Upcoming bank holidays in England 2020

1 January	Wednesday	New Year's Day
10 April	Friday	Good Friday
13 April	Monday	Easter Monday
8 May	Friday	Early May bank holiday (VE day)
25 May	Monday	Spring bank holiday
31 August	Monday	Summer bank holiday
25 December	Friday	Christmas Day
28 December	Monday	Boxing Day (substitute day)

Upcoming bank holidays in England 2021

1 January	Friday	New Year's Day
2 April	Friday	Good Friday
5 April	Monday	Easter Monday
3 May	Monday	Early May bank holiday
31 May	Monday	Spring bank holiday
30 August	Monday	Summer bank holiday
27 December	Monday	Christmas Day (substitute day)
28 December	Tuesday	Boxing Day (substitute day)

DATA PRIVACY IMPACT ASSESSMENT SCREENING

<p>Data Privacy impact assessment (DPIAs) are a tool which can help organisations identify the most effective way to comply with their data protection obligations and meet Individual's expectations of privacy.</p> <p>The following screening questions will help the Trust determine if there are any privacy issues associated with the implementation of the Policy. Answering 'yes' to any of these questions is an indication that a DPIA may be a useful exercise. An explanation for the answers will assist with the determination as to whether a full DPIA is required which will require senior management support, at this stage the Head of Data Privacy must be involved.</p>		
Name of Document:	Annual Leave Policy	
Completed by:	Nilam Daji	
Job title	Senior HR Advisor	Date 20/11/2019
Screening Questions	Yes / No	Explanatory Note
1. Will the process described in the document involve the collection of new information about individuals? This is information in excess of what is required to carry out the process described within the document.	No	
2. Will the process described in the document compel individuals to provide information about them? This is information in excess of what is required to carry out the process described within the document.	No	
3. Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information as part of the process described in this document?	No	
4. Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?	No	
5. Does the process outlined in this document involve the use of new technology which might be perceived as being privacy intrusive? For example, the use of biometrics.	No	
6. Will the process outlined in this document result in decisions being made or action taken against individuals in ways which can have a significant impact on them?	No	
7. As part of the process outlined in this document, is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For examples, health records, criminal records or other information that people would consider to be particularly private.	No	
8. Will the process require you to contact individuals in ways which they may find intrusive?	No	
<p>If the answer to any of these questions is 'Yes' please contact the Data Privacy Team via Lpt-dataprivacy@leicspart.secure.nhs.uk</p> <p>In this case, ratification of a procedural document will not take place until review by the Head of Data Privacy.</p>		
Data Privacy approval name:	Sam Kirkland, Head of Data Privacy 	
Date of approval	20/11/2019	