

Consultation Log – SSSC – Annual Leave Policy – May 2019

Who	Comments/Feedback	Changes made as a result/action
SSSC Resources Committee – May 2018	To reflect that no pay in lieu of annual leave will be given.	Not actioned – request that buy back of up to 10 days in exceptional circumstances is discussed further.
	To include more emphasis on staff booking leave in the first quarter of the leave year.	Included in section 5.
	To emphasise the duty of care from SSSC.	Included in section 1 and 3.
	To state that senior employees should be setting an example to all employees.	Included in section 6 under line manager responsibilities.
OMT – 24/1/19	Discussion around carry forward and buy back of annual leave specifically in relation to FtP workload issues. All agreed option should be to offer up to 10 days if clear business reason for doing so. Preference was for buy back as no impact on future years' productivity.	It was agreed that this may be revisited in the future. It was noted that the SSSC strive to offer staff a work life balance; the generous annual leave entitlement is an employee benefit and that the current annual leave year maps the financial year and is reported in the final accounts.
	Discussion around if annual leave year should fit calendar year and if buy back should be offered to all employees as an employee benefit.	
Partnership Forum – submitted on 12/12/18. Received on 16/1/19.	This was originally a policy – why is it now guidance?	The SSSC has not had in place annual leave guidance before, relying only on the brief statement within the terms and conditions. Policies provide general and practical advice and guidance for managers and employees on a range of employment

Who	Comments/Feedback	Changes made as a result/action
		<p>issues. All policies are formally agreed by the Resources Committee. HR/H&S procedures and guidance support and supplement HR policies and processes by defining the steps to be followed in performing practical tasks and/or processes. The intention would be that as procedures/guidance are operational in nature they require to be approved by OMT/EMT only and that Resources Committee are advised of all procedures/guidance being developed via the review programme. Resources Committee can request to be included in the approval process or can receive copies of the procedures/guidance for information.</p> <p>The previous version circulated for consultation in early 2018 was referred to as Annual Leave Framework.</p>
	<p>Item 5 – “ensure there is adequate cover within your department prior to submitting a request for leave”.</p> <p>This is not current practice employees have to take in the SSSC, so why has it been introduced? Unison see this as a management action in line managers responsibilities, item 6, 5th bullet point. This bullet point should be removed.</p>	<p>Agreed and removed from item 5.</p>
	<p>Item 6 – “keep your team up to date about periods during which, due to operational requirements, it will not be possible to take annual leave or take leave when there are equipment down periods or upgrades.”</p>	<p>Under employment legislation, employers can determine periods during which employees must take or are prohibited from taking periods of annual leave provided they give employees appropriate notification and there is a good business reason e.g. public holiday, Christmas closure. There is current practice around this e.g. within</p>

Who	Comments/Feedback	Changes made as a result/action
	Unison request clarity around this point as it is not current practice at the present time. Unison do not think it is acceptable to insist that employees take annual leave due to an equipment issue. This should be removed.	the Finance team – employees are restricted when final accounts are due. Item 6, bullet point 4 – amended “or there will be limited capacity within the team to take leave”.
	Item 7.2 and appendix 1 – should include floating days in the heading Annual leave and floating days”.	Actioned and tables updated.
	Item 7.4 – why has the calculation for part time employees to work out their annual leave been removed.	Actioned – this has been added back in.
Partnership Forum – 22/1/19 By email 29/1/19. Version 2 – circulated on 29/1/19- responses received 1/2/19.	Discussion around the FtP issue and potential to increase to 10 days carry forward and/or 10 days buy back (up to an overall maximum of 10). PF requested reassurance that this would be voluntary for all employees. Unison happy with the revised version re the inclusion in exceptional circumstances of 10 days carry forward/buy back.	Actioned – item 7.5.
EMT – 5/2/19.	EMT had no changes except to confirm that in line with the Maximising Attendance policy, if someone off sick on a public holiday they get the day back to take at a later date.	Confirmed.
	Annual leave guidance be redesignated as a policy.	Actioned.

Who	Comments/Feedback	Changes made as a result/action
Resources Committee – 20/2/19. V3 – taking into account PF and EMT/OMT feedback.	Did not approve the draft policy as it stood.	Further discussion required.
	Requested that the Chief Executive advise all staff that the option of buying back for operational reasons any unused annual leave was not an option within the annual leave policy and this be removed from the policy.	The option of buying back annual leave has been removed from the draft annual leave policy.
	That the maximum carry forward of annual leave be one week (a standard week being 35 hours over 5 days).	Further discussion required.
	That the Chief Executive provide the Committee with options for addressing the specific overtime situation in the FtP team.	Further discussion required.
	Noted that consultation on the policy had taken place with OMT, EMT and the Partnership Forum. Requested that the revised policy be resubmitted to Committee for approval.	N/A. Next Resources Committee 5/6/19 – annual leave policy added to agenda.
Resources Committee – 5/6/19.		
Partnership Forum via email – for ratification.		