



## **ANNUAL LEAVE POLICY**

### **Our values**

- **Integrity**
- **Commitment**
- **Accountability**
- **Pride in what we do**
- **Listening and engaging**
- **Creativity and learning**

**Publication date: XXX 2019**

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### **Appendix 1** – Table of annual leave entitlement

## **1. Purpose**

The SSSC promotes a positive healthy work life balance and recognises the importance of annual leave in achieving this. This guidance aims to provide a fair, consistent and equitable approach to managing annual leave, which ensures that individual needs are balanced with operational requirements.

The SSSC will encourage employees to take regular breaks from work by planning and taking annual leave to help maintain employee welfare and ensure employees do not build up excessive leave at the end of the leave year.

## **2. Scope**

This policy applies to all SSSC employees.

## **3. Guiding principles**

- The SSSC has a duty of care to its workforce – annual leave being taken regularly forms part of that responsibility.
- All employees are expected to take their full annual leave entitlement within the annual leave year.
- The holiday leave year operates from 1 April to 31 March.
- A maximum of 5 days (or equivalent of our weekly contractual hours as at 31 March) may be carried forward, by exception, into the next annual leave year after agreement with the employee's line manager – see further information at item 7.5. Entitlements to leave are pro-rata for part time employees and those who join or leave part way through a leave year.
- Managers will approve annual leave subject to operational requirements.
- We expect all employees to take any outstanding annual leave before leaving the SSSC.
- This policy will be applied in a fair and consistent manner and without discrimination.

## **4. Notice provisions**

Other than in exceptional circumstances, employees should give double the notice of the number of days they wish to take. For example, if you wish to take one weeks' annual leave, you should give two weeks' notice.

In exceptional circumstances when less notice is given, the manager will have discretion to waive the notice provisions.

## **5. Responsibilities of the employee**

- Adhere to this guidance and discuss all planned annual leave with your line manager.

- Ensure your annual leave has been approved by your line manager before going on leave.
- Make sure you give reasonable notice when submitting a request for annual leave (in line with the Working Time Regulations (1998) we define reasonable notice as double the number of days being requested).
- Submit all annual leave requests through the HR/Payroll system where possible.
- Take all your annual leave within the leave year, which is from 1 April to 31 March.
- Book your annual leave in full or half days.

## **6. Responsibilities of the line manager**

- Setting an example to staff by ensuring you adhere to this guidance for your own annual leave.
- Respond to annual leave requests in a timely manner.
- Where a request is turned down, explain the reason to the employee.
- Keep your team up to date about periods during which, due to operational requirements, it will not be possible to take annual leave or when there will be limited capacity within the team to take annual leave.
- Proactively review and monitor the annual leave of your team, ensuring that employees take their leave and that holidays are planned to ensure that adequate cover arrangements are in place at all times.
- All employees have fair and equal access to time off during popular periods.
- Employees provide reasonable notice when requesting annual leave, allowing some flexibility depending on the circumstances surrounding the request.

## **7. Calculating annual leave entitlement**

### **7.1 Continuous service**

We will recognise continuous service for the purposes of calculating annual leave entitlements with all employers listed on the Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order (Amendment) Order 2010. We also recognise the NHS, further/higher education and providers of care.

### **7.2 Annual leave entitlement**

Your annual leave entitlement is based on:

- Your continuous service with other recognised employers.
- Your start date with the SSSC.
- Your contractual working hours.

The table below summarises total annual leave entitlement based on length of service.

<b>Length of service</b>	<b>Annual leave and floating public holidays</b>	<b>Public holidays</b>	<b>Total AL entitlement</b>
Less than 1 years' service by 1 April	25 + 8	+5	38
1 years' service by 1 April	26 + 8	+5	39
2 years' service by 1 April	27 + 8	+5	40
3 years' service by 1 April	28 + 8	+5	41
4 years' service by 1 April	29 + 8	+5	42
5 years' service by 1 April	30 + 8	+5	43

### 7.3 Public holidays

The total annual leave entitlement outlined at item 7.2 includes 8 floating public holidays to take on days of the employee's choice.

Employees are also entitled to 5 fixed public holidays in addition to their annual leave and floating public holidays. The SSSC offices are closed on the 5 fixed public holidays and employees are not required to work on these days.

The 5 fixed public holidays are :

- 1 and 2 January or the next working day.
- The Monday or Friday closest to St Andrew's Day.
- 25 and 26 December or the next working day.

Employees are required to keep annual leave to cover time off for fixed public holidays if this is normally a working day and for the Christmas closure, usually 3 days – see item 8.

### 7.4 Part time employees

Part time employees are entitled to these days on a pro rata basis. Employees can calculate their annual leave using the following formula :

- *(Number of days entitlement per year + 5 public holidays + 8 floating days) x 7 / 35 x number of hours worked per week.*

7 hours is the standard working day and 35 hours is the standard working week.

Please note:

- Annual leave is calculated in hours.
- All annual leave requests must be entered on the online system; this includes public holidays – unless they fall on a non-working day.
- Employees must keep annual leave to cover time off for fixed holidays and for the Christmas closure.

## **7.5 Carry forward**

All employees are expected to take their annual leave in the leave year in which the annual leave accrues. In exceptional circumstance and subject to the agreement of their line manager, an employee may be able to carry forward up to the equivalent of their weekly contractual hours as at 31 March (maximum of 5 days) which should be taken as soon as practicable.

Where there is a clear business need, and by exception only, EMT may use their discretion to increase this to a maximum of 10 days carry forward (pro rata for part time employees in line with their contractual hours), provided this can be contained within the appropriate budget.

Carry forward, if approved, will be entirely voluntary for employees i.e. there will be no expectation that employees will carry forward annual leave to accommodate business needs.

At no point should employees store up annual leave in the hope that carry forward will be offered.

## **8. Christmas and New Year**

SSSC offices are closed for the fixed public holidays and the period between Christmas and the New Year and employees will need 3 days to cover the non public holidays. The cover can be made up of a maximum of 2 days flexi and/or up to 3 days annual leave.

## **9. Absence and annual leave**

### **9.1 Sickness during annual leave**

If an employee is sick during their annual leave or just prior to their leave starting, they may be entitled to reclaim those days lost through sickness, where they can certify this period with a medical fit note.

Employees are required to provide a medical fit note even where the absence is less than 8 calendar days. Employees must advise their line manager as soon as is they reasonably can of their sickness absence. On return to work, the annual leave days will be reinstated.

Employees will also accrue public holidays whilst off sick and can take this at a later date.

## **9.2 Accrual of annual leave during sickness, maternity, paternity and adoption leave**

Employees will continue to accrue their holiday entitlement (including public holidays) during sickness, maternity, adoption and paternity leave. Further details can be found at item 12.

## **10. New employees**

When an employee joins the SSSC, annual leave will be calculated based on the number of complete calendar months worked in that leave year. If the first day of employment falls after the first working day of the month, annual leave will not begin to accrue until the following month. Further information is within appendix 1.

## **11. Leaving the organisation**

If an employee is resigning, retiring or leaving due to the end of a fixed term contract, any remaining annual leave should be taken during the notice period. If this is not possible then a payment for any outstanding annual leave will be included in the final salary. Any un-used flexi time which has not been taken prior to leaving the organisation, will be lost and unpaid.

Any remaining annual leave entitlement will be calculated on the basis of complete calendar months worked, as detailed in appendix 1 – table of annual leave entitlement, less any annual leave already taken. If the last day of employment is not the last working day of the month, no annual leave for that month will be accrued.

Where an employee has left the organisation and has taken more than their annual leave entitlement, the equivalent pay for this period will deducted from any payments they receive from the SSSC. If it is not possible to recover the overpaid amount from the final salary, the SSSC will make arrangements with the employee to recover any overpayments.

## **12. Other types of leave**

Other types of leave available are :

<b>Type of leave</b>	<b>More information</b>
Flexible working and flexi leave	Flexible working policy / scheme
Sick leave	Maximising attendance policy
Study leave	Continuing education policy
Maternity, paternity and adoption leave	Family friendly policies
Special leave	Special leave policy

## **13. Monitor and review**

Human Resources and the Partnership Forum are responsible for monitoring this policy. In consultation with the Partnership Forum, the policy will be reviewed on a three-year basis.



## Appendix 1

### TABLE OF ANNUAL LEAVE ENTITLEMENT

The annual leave year is 1 April to 31 March. Annual leave will be calculated on the basis of complete months. Our annual leave entitlement starts at 25 days per year increasing by 1 day per complete year of service up to a maximum of 30 days.

Full time employees receive 8 flexible “public holidays” which are added to the basic annual leave entitlement and can be taken at any time of the year plus an additional 5 fixed days (first 2 working days of the New Year, St Andrew’s Day, Christmas Day or next working day, Boxing Day or next working day). Employees who work part time will receive a proportional entitlement.

Complete years’ service	0	1	2	3	4	5
	25 + 8	26 + 8	27 + 8	28 + 8	29 + 8	30 + 8
<b>Total days</b>	<b>33</b>	<b>34</b>	<b>35</b>	<b>36</b>	<b>37</b>	<b>38</b>

Complete months						
<b>1</b>	2.5	3	3	3	3	3
<b>2</b>	5	5.5	5.5	5.5	6	6
<b>3</b>	8	8	8	8.5	9	9
<b>4</b>	10	10.5	11	11.5	12	12
<b>5</b>	13	13	13.5	14	15	15
<b>6</b>	16	16	16	17	18	18.5
<b>7</b>	18.5	19	19	20	21	22
<b>8</b>	21	21.5	22	23	24	25
<b>9</b>	23	24	25	26	27	28
<b>10</b>	26	27	28	29	30	31
<b>11</b>	29	30	31	32	33	34
<b>12</b>	32	33	34	35	36	37