

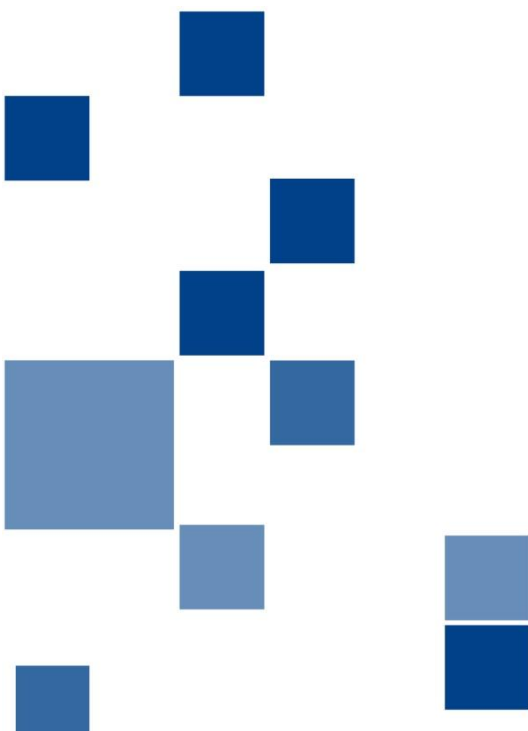


Annual Leave Framework

May 2018

Our values

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



1. Purpose

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

2. Scope

This framework applies to all SSSC employees.

3. Guiding principles

- It is important that employees take regular breaks from their duties through annual leave.
- The holiday leave year operates from 1 April to 31 March.
- Employees should take their annual leave entitlement within this period.
- Entitlements to leave are pro-rated 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 holidays before leaving the SSSC.
- This framework 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 week 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.

Annual Leave Procedure

5. Employee responsibilities

As an employee, you have a responsibility to:

- ensure there is adequate cover within your department prior to submitting a request for leave
- discuss all planned annual leave with your line manager
- 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 HRMIS
- make sure your annual leave has been approved by your line manager before going on leave
- 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 day blocks

As a general principle try to:

- take half of your annual leave by the end of September
- three quarters by the end of December
- the final quarter between January and March

6. Line manager responsibilities

As a line manager, you have a responsibility to make sure:

- respond to annual leave requests in a timely manner
- where a request is turned down, explain the reason to the employee
- you keep your team up to date about periods during which, due to operational requirements, it will not be possible to take annual leave or taking leave when there are equipment down periods or upgrades
- you 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 your 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) (Modification Order 1999 as amended). 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 length of service with the SSSC
- your contractual working hours

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

Length of service	Annual leave	Fixed public holidays	Total leave entitlement
Less than one year's service by 1 April	25	+5	30
One year's service by 1 April	26	+5	31
Two year's service by 1 April	27	+5	32
Three year's service by 1 April	28	+5	33
Four year's service by 1 April	29	+5	34
Five year's + service by 1 April	30	+5	35

7.3 Public holidays

The total annual leave entitlement outlined in Section 7 includes seven floating public holidays to take on days of your choice.

You are also entitled to five fixed public holidays in addition to your annual leave and floating public holidays. Our offices are closed and you are not required to work on these days. The five 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

If you are a full time employee and work a standard working pattern, you do not need to enter fixed public holidays in the HRMIS as they will be deducted from your overall entitlement at the start of the leave year.

7.4 Part time employees

If you work part time, you will be entitled to these days on a pro rata basis. You can calculate your annual leave using the following formula.

(Number of days entitlement per year + 5 public holidays + 7 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:

- You calculate your annual leave in hours.
- You must enter **all** annual leave requests on HRMIS, this includes public holidays – unless they fall on a non-working day.
- You will need 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.

7.5 Carry forward

We expect all employees to take their holidays in the leave year in which they accrue. In exceptional circumstances and subject to the agreement of their Line Manager, an employee may be able to carry forward up to the equivalent of their weekly contracted hours, or in case of varying hours or compressed hours the average weekly contracted hours, which should be taken as soon as practicable.

There may be times where you may have experienced a period of long-term sickness absence and weren't able to take your full annual leave entitlement. In these circumstances, we will adjust your annual leave entitlement. The Maximising Attendance Policy provides more information on this.

8. Christmas and New Year

SSSC Offices are closed for the fixed public holidays in the period between Christmas and New Year and you will need to keep 3 days flexi/annual leave to cover the non-public holidays.

9. Absence and holidays

9.1 Sickness during annual leave

If you are sick during your annual leave or just prior to your leave starting, you may be entitled to reclaim those days lost through sickness, where you can certify this period with a medical fit note. You are required to provide a medical fit note even where the absence is less than eight calendar days.

If you are on annual leave and become sick and want to change your annual leave to sickness leave, you must advise your manager as soon as you reasonably can (and before you return to work) so that they know if you are on annual leave or if you are off sick. You are required to provide a medical fit note.

Once you return to work, your annual leave days will be reinstated. However, you are not entitled to any fixed public holiday's back.

9.2 Accrual of annual leave during maternity, adoption and paternity leave

Employees will continue to accrue their holiday entitlement (including public holidays) during maternity, adoption and paternity leave. For further details, please see the Other Types of Leave, section 12 below.

10. New employees

When you join the Scottish Social Services Council, we will calculate your annual leave based on the number of complete calendar months you will work in that leave year. If your first day of employment falls after the first working day of the month, you will not begin to accrue annual leave until the following month. Please see Appendix 1 for more information.

11. Leaving the organisation

Whether you are resigning, retiring or leaving us due to the end of your fixed term contract, you should take the remaining proportion of your annual leave during your notice period. If this is not possible then a payment for any outstanding annual leave will be included in your final salary with your line manager's agreement. However if you have un-used flexi time which you haven't taken prior to leaving the organisation, this time will be lost and unpaid. Your 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 your last day of employment is not the last working day of the month, you will not accrue any annual leave for that month.

Where you have left the organisation and have taken more than your annual leave entitlement, the equivalent pay for this period will be deducted from your final salary.

12. Pay in lieu of Annual Leave

Pay in lieu of annual leave is infrequent however there may be specific circumstances e.g. business requirements for a particular project or return from maternity leave in a stand-alone post. Managers can make a case for payment in lieu of annual leave for leave over and above the statutory requirement of 5.6 weeks in exceptional, operational led instances, to the Chief Executive.

The Chief Executive, after consultation with the Head of Human Resources, will make the decision on pay in lieu of annual leave

The Executive Director of Corporate and Customer Services will be advised of the decision. This is in line with the financial regulations which state " the

payment of all salaries, wages, allowances, pensions, compensation and other emoluments to all employees/council members or former employees/former council members of the SSSC will be made by the Executive Director of Corporate and Customer Services under arrangements approved and controlled by him/her”.

13. Other types of leave

Other types of leave that you are entitled to include:

Type of leave	Where you can find more information
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

Appendix 1

TABLE OF ANNUAL LEAVE ENTITLEMENT

Annual leave + Fixed public holidays

25 + 5	26 + 5	27 + 5	28 + 5	29 + 5	30 + 5
30	31	32	33	34	35
<1	1	2	3	4	5+

Complete years

Complete Months Continuous Service

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