

Annual leave and bank holidays policy

This policy forms part of your contract of employment. The councils are entitled to introduce minor and non-fundamental changes to this policy by notifying you of these changes in writing and will consult all employees on any significant changes.

Your annual leave entitlement

1. The councils' annual leave entitlement is above the statutory minimum. How much annual leave you receive will vary according to how many hours you work, your length of service and your grade.

Annual leave for all full time employees up to service manager

2. If you work full time, 37 hours per week, your annual leave entitlement (exclusive of bank holidays) is 23 working days in a full leave year plus five extra days after completing five years continuous local government employment.
3. You will also be given the time off between Christmas and New Year when the council offices are closed. These three or four working days are not deducted from your annual leave entitlement.
4. You are likely to be working on an annualised hours contract. You may also book additional time off using accrued annualised hours. Please see the annualised hours policy for further information.

Annual leave for service managers, heads of service, strategic directors and the chief executive

5. You will receive 32 days annual leave and the time off between Christmas and New Year when the council offices are closed. This figure does not increase with length of service and the annualised hours scheme does not apply to you.

Annual leave for part time employees

6. If you are a part time employee who works the same hours each day across five days, your annual leave will be added to HR Pro in days, as it is for full time employees. You will be able to book full or half days as annual leave (a full day being your usual working day).

7. If you are a part time employee with any other working pattern, your annual leave will be pro rata (the same way that your salary is pro rata), and expressed in hours. This is because we can more accurately pro rata annual leave into hours, and because your days will usually vary in length and you will not have a standard working day as with full time employees.
8. As an example, if you work 20 hours a week and your full time equivalent annual leave entitlement is 23 days your annual leave will be calculated as follows:

$23 \text{ days} \times 7.4 \text{ hours} = 170.2 \text{ hours}$
(a full time working day is 7.4 hours)
 $170.2 / 37 \times 20 = 92 \text{ hours}$
(a full time working week is 37 hours)

9. You therefore have an annual leave entitlement of 92 hours. If you book a day's annual leave you will book off however many hours you normally work that particular day (or would have been due to work if you are on a variable roster). This system is in place to ensure that all part time employees have the same proportion of time out the office regardless of which days of the week they normally work.
10. You will also be given the time off between Christmas and New Year when the council offices are closed. This time is not deducted from your annual leave entitlement. You will not receive any additional time off if the period between Christmas and New Year, or part of the period, falls on the days you do not normally work.
11. If you increase or reduce your working hours part way through your annual leave year, your annual leave entitlement will be recalculated from the applicable date.

Your annual leave year

12. Your annual leave year runs from your start date with the council. For example, if your employment began on 8 January, your annual leave year will run from 8 January to 7 January. If you have changed employer between Vale and South, your annual leave year starts from the date your employment began at your current council.

Carrying annual leave into your next leave year

13. You may carry up to a week's annual leave into your next annual leave year at your manager's discretion. If you work full time, this is five days. If you work part time, this is the number of hours you work per week. If you wish to carry over more than your working week your head of service may agree

to this if you have been unable to take annual leave due to work requirements. Your head of service is entitled to specify a period within which they require you to take any leave above a working week you have carried across e.g. within a month of your new annual leave year.

Employees leaving the council

14. If you leave the council you should ensure that you have taken annual leave pro rata to the proportion of your annual leave year that has elapsed by your leaving date. For example, if you leave quarter way through your annual leave year you may reasonably not have taken any annual leave. If you leave half way through your annual leave year you will be expected to have taken some of your annual leave. If you have not taken a proportionate amount of your annual leave entitlement, you should liaise with your manager about how to achieve this during your notice period, allowing for service delivery to be met.
15. Subject to the requirement above, any leave that would be outstanding at your final day of employment will be taken as time off during your notice period or credited to your final pay. Any leave taken in excess of your annual leave entitlement will be debited from your final pay. If you work full time your balance of leave will be calculated to your last day of employment and rounded up or down to the nearest half day. If you work part time your balance will be calculated in hours.
16. If you have a significant amount of unused annual leave and excess annualised hours to book off during your notice period, you should book off the annual leave as a priority above taking time off though annualised hours.

Booking annual leave

17. You need to request booking annual leave through HR Pro. This will need to be authorised by your manager prior to you taking the time off. Your manager is not obliged to authorise time off on any particular day and will take service delivery and any impact on your colleagues into account before agreeing to your request. If possible, you should give notice of your leave equivalent to the length of time you are taking off e.g. if you are taking a week off you should request this at least a week before your time off begins.
18. If you work full time you will request annual leave as a full or half day. If you work part time and have your annual leave calculated in hours you will specify the number of hours you will be taking off. These should correspond to the full or half day hours you usually work on the specific day you take off.
19. If your leave is in hours, you should keep in mind that when you request part of an hour's annual leave in HR Pro the hour is split into decimals e.g. 3 hours and 30 minutes will be shown as 3.5 hours.

20. Your manager may authorise you booking up to three continuous working weeks out of the office using annual leave or a combination of annual leave or annualised hours. If you request more than three weeks away from work (normally fifteen working days for a full time employee or fewer working days if the time off includes bank holidays) your manager will need to gain agreement from your head of service.

Bank holidays

21. There are usually eight bank holidays (some of which are sometimes called public holidays) in England. These are:

- New Year's day
- Good Friday
- Easter Monday
- May Day (early May)
- Spring Bank Holiday (usually late May)
- Summer Bank Holiday (late August)
- Christmas Day
- Boxing Day

22. If you are a full time employee you will receive all bank holidays in addition to your annual leave and the time you receive off between Christmas and New Year when the councils' offices are closed. If you are required to work on a bank holiday you will receive another day off in lieu of this.

23. If you are a part time employee and work the same hours each day across five days, you will receive all bank holidays in addition to your annual leave and the time you receive off between Christmas and New Year when the councils' offices are closed. If you are required to work on a bank holiday you will receive another day off in lieu of this.

24. If you work part time and have any other working pattern you will receive all bank holidays pro rata. As with annual leave, your bank holiday entitlement is given to you in hours. It is added to your annual leave entitlement. Any bank holidays that fall on the days you normally work (or would have been due to work if you are on a variable roster) are then deducted from your total bank holiday and annual leave entitlement. The specific hours you were due to work that day are deducted. Your bank holiday entitlement will be based on the actual period you work part time. For example if you work full time for nine months of your annual leave year and part-time for three months, your part time bank holiday entitlement will be the pro rata equivalent of the number of bank holidays that fall during that three month period.

Sickness during annual leave

25. If you fall ill during your annual leave, you may record this as sickness absence and retain your annual leave entitlement for use at a later date. This must be approved by your manager and you will need to produce a medical certificate if the period affected is more than seven days. If the period is less than seven days, your manager has the option of requesting a medical certificate before approving your absence as sickness. You should contact your manager as soon as you can after you become ill. You may also record your absence as sickness if you fall ill before you are due to take annual leave and the sickness continues during the time you were due to be off work.
26. You will continue to accrue annual leave entitlement if you are absent from work due to long-term sickness.

Purchasing additional annual leave

27. You have the option of purchasing up to a maximum of a week's annual leave each annual leave year, subject to your manager's agreement. A deduction will be made from your salary and the additional leave will be added to your annual leave allocation. There is a form available on the intranet which gives more details about the process and which you can use to request the additional leave.

Protection of leave for Vale of White Horse employees

28. If you are employed by Vale of White Horse and have been continuously employed by the Vale since 31 March 2010, you may be entitled to receive additional annual leave entitlement until 31 March 2015. This is due to the personal protection of annual leave entitlements that were previously higher than the entitlements agreed when the terms and conditions were aligned between Vale and South employees.
29. The personal protection does not apply to single or shared service managers, heads of service or strategic directors. It will also not apply if you have become a Vale employee since 1 April 2010.
30. Excluding the exceptions given in paragraph 26, Vale employees who were employed prior to 1 April 2010 will receive an extra day's annual leave until 31 March 2015. This will be added to the standard annual leave entitlement of 23 or 28 days, depending on your continuous local government employment.

31. **In addition** to the one day's extra annual leave, if you were employed at Vale grade 6 or above before 1 April 2010 you will receive the following annual leave entitlement instead of the standard 23 or 28 days until March 2015:

Vale grade	Up to five years continuous service	Five years or more continuous service
6	25	30
7 and above	27	32

The working days between Christmas and New Year are also given off **in addition** to the one day's extra annual leave and the figures in the table above (an extra three or four days depending on the days the bank holidays fall).

32. The additional entitlement for those employed before 1 April 2010 (both the additional day's annual leave for all employees and the entitlements for grade 6 and above) will cease if you move into a role that does not retain the additional annual leave (e.g. if you move into a shared service manager position). They will remain if you move to a different job where you still qualify for the protected annual leave. If you moved from grade 5 to grade 6 you would retain your extra day's annual leave and in addition you would qualify for the grade 6 protected annual leave. If you move to a South contract that is not at service manager level or above, either due to restructuring or a voluntary change of job, you will still retain your protected annual leave entitlement.

33. As with standard annual leave and bank and public holidays, the protected annual leave entitlements will be calculated pro rata if you work part time. They will be calculated in hours and added to your overall annual leave entitlement.

34. Some examples of protected annual leave entitlements are given in the table below:

Vale grade	Hours worked per week	Number of years continuous service	Calculation	Annual leave entitlement
4	37	4	23 + 1	24 days
6	37	8	30 + 1	31 days
8	37	4	27 + 1	28 days
7	20	8	$32 + 1 \times 7.4 / 37 \times 20$	132 hours

35. Bank and public holidays and the working days between Christmas and New Year are not included in the calculations in the table above.

36. These additional entitlements will end on 31 March 2015, when you will revert to 28 days annual leave as you will have had a minimum of five years' continuous employment (pro rata for part time employees). The protected entitlement will be calculated pro rata if your annual leave year spans 31 March 2015. For example, if your annual leave year begins on 1 October and you will be moving from 32 to 28 days, you will receive 30 days annual leave in your year from 1 October 2014 to 1 October 2015.

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