

# Annual Leave

Overview of annual leave entitlements plus information about requesting, authorising and carrying over leave.



## How do I?

To book annual leave via the ESS/IBC portal, click [here](#) and search for 'My Leave Requests', select your desired leave days, and click 'send' in the bottom right hand corner, to send your leave request to your manager. You can check 'My Leave Requests' at any time to see if your request has been approved, using the key provided on that page.

To amend or cancel leave requests, search 'My Leave Requests', select history in the bottom right hand corner of the screen, and then on the left hand side select the relevant day(s) and select change or withdraw (bottom right hand side).

To buy annual leave you need to complete a form and send to your line manager for approval: form only available during windows.

## Introduction

Annual leave is an important part of your benefits package and enhances your work, life balance. It's a chance to recharge your batteries and refresh. We think a rested employee is more productive, creative and engaged so we encourage everyone to take all of their annual leave during the annual leave year. This is an overview of annual leave entitlements plus information about requesting, authorising and carrying over leave.

## Annual Leave Year

The annual leave year runs from 1 April to 31 March.

## Booking Leave

Requests for annual leave are made to your line manager via ESS. Please don't book any holidays until it is approved.

## Annual Leave Entitlements

All employees are entitled to 31 days annual leave per year.

This is automatically calculated on IBC and also pro-rated for part-timers and allowance will show on the employee's ESS. A "standard" day is 7 hours 12 minutes (i.e. 7.2 hours) based on a 36 hour week

Employees joining or leaving the Council part way through the leave year will be entitled to 1/52th of their annual leave entitlement for each completed week of work.

Annual leave in days:  $(\text{FTE annual leave entitlement in days}) / (52 \text{ weeks per year}) \times (\text{number of weeks completed})$

Annual leave in hours:  $(\text{FTE annual leave entitlement in days}) \times (\text{contractual weekly hours} / 5) / (52 \text{ weeks per year}) \times (\text{number of weeks completed})$

For employees who TUPE transferred to the Council on other terms and conditions, your annual leave entitlement will be as outlined in your contract of employment.

## Use of Bank Holiday allowance - from April 2023

Our approach to flexible bank holidays gives people more choice as to when to take their bank holiday allowance.

We value and respect the difference of everyone within our workforce and this is one way we can support everyone by allowing them to celebrate the holidays, religious occasions, and cultural heritage events that matter to them, when they need to. This option is not restricted to employees wishing to swap dates to observe religious holidays but could be utilised to observe or celebrate any day of personal significance.

Anyone wishing to swap dates should discuss this with your People Leader at the start of the leave year, to allow plenty of time for any operational issues to be considered. People Leaders are encouraged to adopt a pragmatic approach which balances the needs of the service whilst supporting this flexibility. Our current approach to agile and hybrid working should easily facilitate the swapping of days, for large parts of the workforce. However, where services operate on the standard bank holiday dates and therefore need to be covered, please discuss with your People Leader to agree what changes can be accommodated. It is important that services have adequate and appropriate cover.

Where services are completely closed on the standard bank holiday dates for example libraries or the contact centre, and there is no option to work in your place of work on these dates, please discuss with your People Leader how they may be able to accommodate this, for example using this time to complete personal development.

Any changes should be agreed with your People Leader and there is no need to take any action in IBC.

## **Part time Employees**

Part-time employees are entitled to exactly the same holiday as full-time employees but on a pro-rata basis based on the number of hours that are worked each week.

IBC automatically calculates the holiday plus the pro rata bank holiday hours for part time employees so staff don't need to do this.

Bank Holidays are taken care of by IBC so you don't lose out if you never work on a Monday as IBC automatically calculates and allocates the appropriate hours against any Bank holidays based on the employee hours and work pattern.

The hours that are showing as holiday entitlement in IBC are purely for annual leave and part-time employee will no longer need to remember to book the hours for

bank holidays as IBC has already done this for them.

To ensure that your holiday entitlement is correct it is vital that part time employees keep their working pattern up to date on IBC your manager will be able to do this for you via manage work patterns on IBC.

## Term-Time only

Annual leave and bank holidays for term-time only staff are calculated in the same way but you must take your leave during school holidays.

## Zero Hour Contracts/Casual Workers

Staff on these variable contracts are entitled to the statutory minimum holiday [5.6 weeks' (inclusive of bank and public holidays)] per annual leave year. This is calculated on a pro rata basis depending on the number of hours that you have worked, which comes out as the equivalent of 12.07% of each hour worked. Rather than take leave we add this to your salary.

## Buying Additional Annual Leave

Sometimes we all need additional flexibility to help with our commitments outside of work. Whether it's to plan the holiday of a lifetime, moving house or to help with care arrangements. You can apply to buy up to 10 days (72 hours) annual leave in any leave year (pro-rata for part time staff).

**Applications to buy leave can be made twice a year, in either April or September.**

The cost of the additional leave will be based on your salary and deducted in monthly instalments during the leave year in which you buy it. So if your application is submitted and approved in April, deductions will be made over an 11 month period from May to March. If your application is submitted and approved in September, deductions will be made over 6 months from October to March.

You can only purchase additional annual leave once a year, during the April window, or the September window - but not both.

Once you have purchased additional annual leave it cannot be carried forward to the following leave year or sold back.

Where it is not possible to accommodate your request, your manager will discuss the reasons with you and provide a written response detailing those reasons. There will be no right of appeal against the decision.

If you leave the Council before the end of the leave year, you will need to take all additional leave purchased before your last day of service. The cost of any outstanding amount due for the leave purchased will be deducted from your final salary.

If you work term-time only you cannot purchase additional leave as you cannot take leave during term-times.

To buy annual leave you need to complete [this form](#) (only available during windows) and send it to your line manager for approval. Once approved, your manager will need to return the form to the Retained HR contact mentioned on the form. Retained HR will calculate the cost of the monthly deductions; and will seek confirmation from the employee and the manager to initiate the deductions. Once the employee agrees to the deductions the manager will have to amend the employee's leave quota via the 'Manage Absence Quotas' tab. The completed form should then be uploaded on the employee's record via the 'Manage ePF' tab.

## Carrying Forward Annual Leave– from April 2021

As of 1 April 2020, the provision to bank annual leave for up to four years, was withdrawn, although you will still be able to carry over up to five days leave from one year to the next. This is usually 36 hours (pro-rata for part time staff i.e. 18 hours if you work 18 hours) annual leave into the next leave year for any staff who wish to do so. Any annual leave that has already been banked, (this includes any leave from the current leave year, i.e. leave banked in March 2020), will be ring fenced until *31<sup>st</sup> March 2023*, allowing staff two years to use their banked leave as they had planned.

From April 2021, the ability to carry over up to five days from one leave year to the next will still apply, but please note that any leave carried over must be used **within the following leave year**.

To carry forward this leave, your line manager will need to process this in the IBC Portal for you:

- Go to IBC Portal
- Go to My Team
- Select employee
- Click on 'manage absence quotas'

- Click on Bank leave
- Amend the quota amount (36 hours is the maximum i.e. 5 days = 7.2 hours per day)
- Submit

To use your carried forward leave, search 'My Leave Requests', and select from the drop down menu 'Banked Leave'.

If you leave the Council before you have taken your carried forward/banked leave your last day of service will be extended as payment will not be made for leave not taken.

## **Annual Leave during Sickness Absence**

You continue to accrue annual leave whilst off sick and you are allowed to take annual leave during your sickness absence. However if you are unable to take your leave before the end of the leave year because of your sickness, you are entitled to carry over a maximum of 20 days to the next leave year which should be taken within 12 months of the end of the leave year when it was accrued.

If you fall ill while on annual leave and comply with the Council's sickness absence notification procedure, you can change your annual leave to sick leave as long as we have received a fit note from your GP or any other acceptable documentary evidence.

## **Annual Leave during Parental Leave**

You continue to accrue annual leave, including bank holidays, during the period of family leave in the normal way. You are encouraged to take your outstanding annual leave before you return to work.

You will normally only be allowed to carry over a maximum of 5 days leave into the next leave year after your return, unless it has not been possible to take it. Your manager will need to process this.

If you change to part time hours on your return, you must take your outstanding full time annual leave allowance prior to returning.

It is advised that any manager of an employee returning from parental leave should contact People Services, who can advise on how to adjust the annual leave entitlement correctly.

# Leaving the Council

You should take all outstanding annual leave, including banked leave/ carried forward leave and additional purchased leave before you leave the Council as payment will not normally be made for outstanding leave.

## Manager's Responsibilities

### Authorising Leave

When you receive a request for annual leave you will receive an alert in your inbox in the IBC Portal, and should reply promptly. You should try and accommodate requests where reasonably possible. If you refuse a request, speak to your member of staff so they understand the reasons it cannot be accommodated.

When an employee leaves the Council having taken more annual leave than they are entitled to, the manager will make a deduction during the leaving process via the 'Manage One Off Payment' App, and appropriate adjustments will be made to their final pay.

### Calculating Leave Quotas

For employees on standard terms and conditions and working patterns, annual leave quotas will be uploaded automatically on IBC in November each year.

Where employees start part way in the leave year or are on a non-standard work pattern, the manager will need to calculate their annual leave quota and enter it on IBC manually, under the 'Manage Absence Quotas' in the IBC Portal.

Where employees are entered on IBC after 1 November, in addition to a pro-rated current leave year's quota, managers will also need to manually add the next leave years quota. This is because the timeline for adding leave quotas automatically has passed.

Where due to the mid-year changes an annual leave quota changes or becomes negative, managers will need to ensure that a manual record is kept and to deduct any negative amount from the next year's quota manually.

When an employee leaves the Council having taken more annual leave than they are entitled to, the manager will make a deduction during the leaving process via the 'Manage One Off Payment' App, and appropriate adjustments will be made to their final pay.

To calculate leave entitlements for the above situations please [click here](#) for the 23/24 annual leave calculator

Guidance on undertaking these tasks can be found [here](#).

## Annual Leave and Bank Holiday Calculation

Please note the below calculations may vary depending on the number of bank holidays in any given year.

### Part Time Employees

Annual Leave and Bank Holiday Entitlement is pro-rated based on the number of hours the part time employees normally work. The calculation is expressed in hours.

#### *Annual Leave Calculation*

$$\frac{223.2 \times \text{hours contracted to work per week}}{36}$$

#### *Bank Holiday Calculation*

$$\frac{\text{Contracted weekly hours (or average where hours vary)} \times \text{number of bank holidays}}{5}$$

5

Based on the employee's work pattern, IBC will automatically calculate the annual leave and bank holiday entitlement for part-time employees (except where an employee starts part way through the leave year or their work pattern is non-standard), including making any necessary adjustments for bank holidays. The overall entitlement figure shown on the system includes the bank holiday entitlement.

### Full-Time all year staff

Paid holidays for a full-time employee will be as follows:

- 31 days annual leave + 8 bank holidays = 39 days leave in total
- There are 365 calendar days a year - 104 weekends = 261 working days per annum
- 261 working days less 39 days holidays = 222 actual days worked for full-time employees



Each working day therefore accrues the following annual leave:

- 0.1757 of a day's leave (39/222)

## Term-Time Only Employees

On average, term-time only workers actually work 195 days per annum, (39 weeks in total), although in some areas terms may be shorter so this needs to be confirmed in each case.

Annual leave for term-time only workers will be calculated as follows:

- $195 \times 0.1757 = 34.26$  days annual leave incl. bank holiday (based on the 31 days FTE leave)

## Calculation of salary for Term-time only employees

Term-time only employees will be paid for their working days plus pro-rated annual leave and bank holiday entitlement. They will be paid in equal 12 months instalments and their monthly pay will be calculated as follows:

For example, an employee working 195 days per annum, and entitled to 31 days leave (full time equivalent), will be paid 229.26 days per year (195 working days + 34.26 days of pro-rated leave incl. bank holidays)

Employee's pro-rated annual salary will be as follows:

Full time annual salary x 229.26 paid days per year

5 days per week x 52.14 weeks per year

Where term-time only employees works less than 36 hours per week, then their annual leave allowance will be adjusted accordingly:

(Full time annual salary x 229.26 paid days per year) x (hours worked per week)

(5 days per week) x (52.14 weeks per year) x (36 hours)

## Types of leave on IBC- are they paid?

On the IBC dropdown when you go to book leave, there are different options, some which attract pay, and some which don't. See the table below for guidance:

Leave Type	Quota/ Allowance?	Paid	Unpaid
Annual Leave Hours	x	x	
Unpaid Leave			x
Dependent's Leave			x
Compassionate/Emergency		x	
Jury & Witness Service		x ( <a href="#">see details</a> )	
Union Duties		x	
Exam Leave		x	
Medical Appointments		x	
Career Break			x
Banked Leave (all quotas end April 2023)	x	x	
Carers Leave		x	
Isolation Working		x	
Isolation Non-Working		x	

Types of other Leave	Paid or Unpaid Leave	Time Off	Authorised by
Jury & Witness Services	Paid	As required	Manager
Public Body Members meetings i.e., WCC and non WCC school	Paid	Up to 5 days	Manager
	Unpaid	Up to 7 days	Manager

governor / local Councillor			
Service in Non-Regular Services (i.e., territorial army)	Paid	10 days training leave	Manager
	Unpaid	Reasonable leave	Manager
Justice of the Peace (Magistrate Duties)	Paid	Up to 5 days	Manager
	Unpaid	Up to 8 days	Manager

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