

ANNUAL LEAVE POLICY

Policy Details:

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Policy Author:	Claire Nicholas, Head of Policy Compliance and Agenda for Change
Executive Sponsor:	Executive Director for People
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Version:	3

Target Audience:

People who need to this document in detail	All A4C employees via internet and team briefings.
People who need to have a broad understanding of this document	All A4C employees via internet and team briefings.
People who need to know that this document exists	All A4C employees via internet and team briefings.

Integrated Impact Assessment:

Equality Impact Assessment Date & Outcome	Date: 24/05/22 Outcome: No negative impact
Welsh Language Standard 82	Yes - If Standard 82 applies you must ensure a Welsh version of this policy is maintained.
Date of approval by Equality Team:	24/05/22
Aligns to the following Wellbeing of Future Generation Act Objective	Ensure sustainability in all that we do, economically, environmentally and socially

Policy Approval Route:

Where	When	Why
Policy Review Group		

Disclaimer:

If the review date of this document has passed please ensure that the version you are using is the most up to date version either by contacting the author or CTM_Corporate_Governance@wales.nhs.uk

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1. Policy Statement

Annual Leave is an important part of work life balance; equally the effective management of annual leave by the individual and the line manager is essential to the health and safety of the employee and the continued provision of services to meet the requirements of Cwm Taf Morgannwg University Health Board (CTMUHB).

The aim of this policy is to provide a uniform and equitable approach to the calculation of annual leave and public holiday entitlements as defined under the NHS Terms and Conditions of Service.

2. Scope

The policy covers all non-medical and dental employee employed within CTMUHB. The annual leave calculations apply only to employees covered under the Agenda for Change NHS Terms and Conditions of Service.

3. Principles

The Manager is responsible for approving all requests for annual leave fairly and equitably, ensuring a balanced staffing throughout the year.

Annual Leave will be taken at a time that is mutually agreeable for employees and management. It is in interest of employees to make request at the earliest opportunity, as there may be limits to the number of employees allowed to be on annual leave at any one time. If the number of employees off on annual leave reaches the agreed acceptable limit for the department, any further requests for annual leave for the prescribed period will be unlikely to be approved.

It is essential annual leave is evenly distributed throughout the leave year. Ward-based and employees in clinical areas are required to apply for 80% of their annual leave by the end of January, prior to the start of the next leave year.

It is expected that where possible and practical employees will give at least 8 weeks' notice in advance of any annual leave request, however there may be occasions where it will be possible to approve leave with less notice, providing service delivery can be maintained.

It is the individual's responsibility to ensure their annual leave is used before the end of the financial year.

CTMUHB accepts no responsibility for losses occurred due to holidays booked prior to agreed leave.

4. Responsibilities

4.1 Individual Employee's Responsibility

It is the individual's responsibility to ensure that their annual leave is planned and taken at regular intervals throughout the leave year, subject to the necessary departmental approval and subject to the needs of the service.

Requests for leave during school holidays, peak summer weeks and Christmas/New Year will be popular and it is considered best practice to be planned more than 8 weeks in advance. It is reasonable for Managers to require that employees requesting annual leave during these times must give a minimum period of notice in advance of such leave and to decide on the fairest way of allocation.

Discussion should be encouraged between those requesting school holidays as leave so that all employees are treated equally in being granted annual leave. It is important that employees are made clear about the process, that it is fair and equitable, and that they should not unreasonably be refused leave without a justifiable explanation.

The Manager can reasonably refuse to grant a request for annual leave if this would mean the staffing levels would be below the required minimum for the safe operation of the service.

4.2 Line Manager/Supervisor/Authoriser's Responsibility

It is the line manager's /authoriser's responsibility to:

- Calculate individual annual leave entitlement.
- Ensure that individuals are taking their annual leave.
- Maintain departmental records.
- Advise all employees of the departmental operational protocol for statutory day working.
- Approve leave on ESR or E-Rostering, once trained, for employees that you manage/supervise.
- If the annual leave is not approved then a specific reason has to be given. The "needs of the service" as a specific reason for non-approval of leave is not acceptable. **Approval or non-approval of requested annual leave must be undertaken within five working days of the request being received.**

A delegated person can authorise annual leave if the line manager is unavailable e.g. annual leave, sick leave etc.

4.3 Recording of Annual Leave

If your Department is using E-Rostering, Annual Leave should be requested and recorded through the E-Rostering System. Employees should also note that if applicable, they should also book the relevant Bank Holidays into the ESR system.

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If your Department is using ESR Self Service and is **not** using E-Rostering, Annual Leave should be requested and recorded through ESR Self Service. Do not record annual leave on both E-Systems.

5. Leave Year

5.1 Leave Year

The leave year is from 1st April to 31st March. Employees who commence their employment within the leave year, will be entitled to pro rata calculations based on their start date.

Employees who complete either 5 or 10 years employment midway through the leave year, will be entitled to the additional annual leave on a pro rata basis.

5.2 Religious Holidays

Employees who wish to observe religious holidays which do not coincide with national public holidays, must request annual leave or unpaid leave.

Line managers/supervisors should consider such a request sympathetically where it is reasonable and practical for the employee to be away from work, and they have sufficient holiday entitlement in hand. Every effort should be made to accommodate such requests.

Line managers/supervisors should be aware that some religious or belief festivals are aligned with lunar phases and therefore dates change from year to year; the dates for some festivals do not become clear until quite close to the actual day. Managers should take care not to disadvantage those workers who do not hold any specific religion or belief.

6. Procedures

6.1 Overall Entitlement

Under the NHS Terms and Conditions the Annual Leave entitlement is outlined below:

Table 1 – Annual Leave Entitlement under NHS Terms and Conditions of Service. Based on working 37.5 hours equally over 5 days.

Length of Service	Annual Leave and Public Holidays	Conversion to Hours
On Appointment	28 days annual leave plus 8 statutory public holidays	210 plus 60 hours = 270 hours total
After 5 years' Service	30 days annual leave plus 8 statutory public holidays	225 plus 60 hours = 285 hours total
After 10 years' Service	34 days annual leave plus 8 statutory public holidays	255 plus 60 hours = 315 hours total

All Employees should have their annual leave (and statutory days) entitlement calculated in hours by their Line Manager/Supervisor.

Employees should also note that if applicable, each year, they should also book the relevant Bank Holidays into the ESR system.

6.2. Calculation of NHS Service

For the purpose of calculating annual leave entitlement, all NHS Services will be aggregated. CTMUHB will verify as much previous NHS service as possible. For example, by contacting the previous employer via an Inter Authority Transfer (undertaken by Payroll Services), using NHS pensions database.

In circumstances where it is not possible for CTMUHB to confirm all NHS service (i.e. previous NHS employer no longer exists), the employee will be required to provide evidence to confirm that period of employment.

6.3 Entitlement on Joining

Entitlement in the first year will be pro-rata, based on the number of contracted hours worked after the date of joining and before the end of the annual leave year.

Employees who are transferring from other NHS employers must have taken their leave entitlement to date prior to commencing in their new post within CTMUHB.

Any pre-booked holidays must be brought to the attention of the Recruiting Manager at interview/appointment stage.

6.4 Entitlement on Leaving

Employees who leave CTMUHB will be entitled to the pro-rata of their annual leave entitlement for each completed day worked in the current year.

Where annual leave taken exceeds the entitlement, an appropriate deduction will

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be made from final monies as detailed in the main statement of terms and conditions issued at appointment.

6.5 Annualised Hours

The annual leave entitlement for employees on annualised hours, forms part of the total number of contracted hours.

The employee will therefore book annual leave on the basis of an average working week.

For example employees employed on NHS Terms and Conditions of Service, with less than five years service, who work annualised hours, should be calculated as follows:

Total hours worked in the year = 850

Annual weekly average = $850 \div 52.143 = 16.5$ hours

Referring to the [Annual Leave Calculator](#), this employee is entitled to 92.4 hours annual leave and 26.4 hours bank holiday leave. Total entitlement 118.80 hours.

6.6 Term Time Working

Annual leave for employees who work during school term time only must be calculated on a pro rata basis for part time employees. Term time employees are typically expected to take their annual leave and bank holiday entitlement during school holidays. Term time working arrangements are agreed via the Flexible Working Policy between the employee and their manager. For term time only annual leave calculations please contact Payroll Department at NWSSP.PayrollCTM@wales.nhs.uk.

6.7 Statutory Days (Bank Holidays)

This entitlement will be allocated when these days are scheduled, apart from Saturdays and Sundays which will be allocated as per the NHS Terms and Conditions Handbook.

Employees are required to book leave on a statutory bank holiday if it is a day that they are normally required to work.

The 8 statutory days (Bank Holidays) in the calendar year are:

- Good Friday.
- Easter Monday.
- May Day.
- Spring Bank Holiday.
- August Bank Holiday.
- Christmas Day.

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- Boxing Day.
- New Year's Day.

The NHS Terms and Conditions of Service (Agenda for Change) annual leave and general public holiday entitlements are set out in Section 13.

In normal circumstances all employees are entitled to 8 general public holidays in a twelve-month period. However, the annual leave year commences 1st April ending 31st March and on occasions the two statutory holidays covering Easter will fall in both April and March in the same leave year, or Good Friday in March and Easter Monday in April. When this occurs the statutory holiday entitlement is brought forward from the following year.

When a statutory day falls on a Saturday or Sunday, arrangements will need to be made to ensure the right of employees to these public holidays is preserved.

Employees required to work or to be on-call on a statutory day are entitled to equivalent time to be taken off in lieu at plain time rates, in addition to the appropriate payment for the duties undertaken.

There are infrequent occasions when CTMUHB is notified by the Welsh Government that an additional statutory holiday is to be given to employees. CTMUHB will notify employees by using the intranet and cascade to those employees with no intranet access.

6.8 Working Arrangements on Statutory Days

CTMUHB acknowledges that the need of our services dictates that a 24-hour, 7 day per week service is provided and therefore the needs of the service will by necessity dictate the working arrangements on the statutory days.

Departmental protocols will establish the needs of the service on statutory days and, within the terms and conditions of service.

Employees required to work on these days are entitled to equivalent time off in lieu at plain time rates in addition to the appropriate payment to the duties undertaken.

Where the service needs are such that employees are not required to work on a statutory day i.e. the department is not open, then this time must be booked against their allocated entitlement of leave.

6.9 Part-Time Employees

All part time employees are entitled to the statutory days pro-rata to the full time allowance of 8 statutory days or how many statutory holidays fall within the leave year which will be added to the pro-rata annual leave entitlement – refer to the [Annual Leave Calculator](#)

6.10 Calculation of Annual Leave

The total leave entitlement is calculated by using the [Annual Leave Calculator](#).

6.11 Discrepancies

In exceptional circumstances there may be an occasion when an individual has undertaken or overtaken their annual leave entitlement e.g. due to the previous NHS Service not being accounted for.

Should this have occurred in good faith, a discussion will take place between the employee and their line manager/supervisor with a view to reaching a satisfactory resolution. If a resolution cannot be mutually agreed, then recourse is via the All Wales Respect and Resolution Policy or Disciplinary Process.

6.12 Purchase of Annual Leave

The Purchase of Annual Leave Scheme is offered to CTMUHB employees at the discretion of CTMUHB. The scheme enables some employees to take more than their standard contractual annual leave entitlement during a financial year period, without taking the big dip in salary that would usually be associated with taking unpaid leave.

The scheme means that employees can apply to "buy" up to two weeks (10 days, pro rata for part time staff) additional annual leave. Payment for leave purchased will normally be made over a fixed period of months depending on the date of application. Payment will be made through a deduction from salary.

Employment would not be broken during the unpaid leave period(s) and continuous service would be maintained.

Approval of any additional annual leave purchase is not guaranteed, and would always be subject to the operational requirements of the service which must remain a priority.

The additional annual leave must be taken within the annual leave year for which it has been purchased.

Additional Annual Leave which has been purchased cannot be sold back to CTMUHB. If, having purchased additional annual leave, the employee fails to take it before the end of the relevant leave year, the leave will be lost and no reimbursement made.

Salary will be reduced by the value of the number of hours purchased multiplied by the hourly rate applicable, taking into account any incremental increases or pay increases due in the annual leave year.

Employees will be notified in advance of any changes incurred to the monthly deductions as a result of changes in hours worked.

Pension contributions will be unaffected and pensionable service will be deemed

to be continuous.

Employees will need to be aware that the deductions in salary will potentially impact on Maternity or Adoption pay. Maternity or Adoption pay is calculated on the basis of your average earnings during a two month period, ending 15 weeks before your due date or date of placement. If your salary is reduced during this period as a result of paying for the purchase of additional annual leave, it will have an impact on your average earnings and, therefore, on how much maternity or adoption pay you are entitled to. The effect will vary on an individual basis depending on the timing of your additional annual leave "payments" in relation to the two month average earnings period referred to above. You are therefore advised to seek personalised guidance from the Workforce and OD Department as soon as you know you are pregnant or will be adopting a child as it may be beneficial for you to reduce or increase the number of payments or to take the time as unpaid leave instead.

Employees will be asked to confirm in advance the dates on which they would like to use the additional annual leave, so that managers can plan for this absence. This will ensure that there is no negative impact on the quality of patient care we deliver and that there are no additional costs to CTMUHB.

CTMUHB reserves the right to refuse an employee's application to purchase additional annual leave. It may be necessary to refuse an employee's request for operational or technical reasons related to their job. If approval is not given, managers must give reasons and explore other options with the employee.

There will be no increase in the normal leave "carry forward" provisions and managers and employees must ensure proper planning and management of the taking of the additional annual leave. If, having purchased additional annual leave, the employee fails to take it before the end of the relevant leave year, the leave will be lost and no reimbursement made.

Employees who are also carrying annual leave over from the previous year, must ensure that the total additional annual leave (i.e. annual leave which is purchased plus the annual leave which has been carried over) does not exceed two weeks (10 days, pro rata for part time staff).

Employees leaving CTMUHB will be reimbursed if the salary deductions on leaving amount to more than the leave taken. If on leaving, the value of the salary deductions made during the relevant leave year are less than the value of the leave taken, CTMUHB reserves the right (in line with contractual provision) to require repayment and will be entitled to deduct the outstanding amount from salary or other payment due to the employee.

If the final salary is not sufficient to allow for the whole of such a deduction, the employee will be required to repay the outstanding amount within one month of the date of termination of their employment.

The Procedure for Purchase of Annual Leave is at **Appendix A** and application form for the Purchase Additional Annual Leave is at **Appendix B**.

Applications must be made using this form, and submitted to your line manager. If your annual leave is recorded via an e-rostering system please make the e-rostering team aware of any additional leave granted.

6.13 Carry Over of Leave

Employees are responsible for taking, and appropriately managing their leave with the agreement of their manager/supervisor. Therefore, annual leave in each financial year should be planned and booked in advance, to ensure a zero balance at the end of the leave year.

Where an employee ***has been prevented by the Health Board, due to the needs of the service*** from taking some of their booked annual leave entitlement, before the end of their leave year, they may make an application to request to carry over an element of this leave, into the next annual leave year.

Any annual leave not used by the end of the leave year will be forfeited, except in **exceptional circumstances** i.e. the employee has been prevented by the Health Board from taking their leave, due to the needs of the service. All applications to carry over annual leave must be agreed and authorised by the relevant Executive Director/ Care Group Manager/Clinical Service Group General Manager, as appropriate.

The maximum amount of annual leave that an employee can apply to carry over annually is 37.5hours (5 days); pro-rata for part-time employees.

The above carry over provisions do not apply to cases of leave accrued during maternity or long term sickness absence, where statutory regulations protect annual leave (refer to the All Wales Managing Attendance at Work Policy).

Where approved carry over of annual leave is approved and leave is recorded via an e-rostering system, the line is responsible for making the e-rostering team aware of the number of hours / days to be added to the new annual leave entitlement.

The Procedure for the Carry Over of Annual Leave is at **Appendix C** and the application form for the Carry Over of Annual Leave is at **Appendix D**.

6.14 Sickness Occurring during Annual Leave

Employees are encouraged to use annual leave during periods of long term sickness. Holidays, whether pre booked or ad hoc must be authorised by a line manager during periods of sickness. The employee is expected to utilise annual leave for all holidays taken. In exceptional circumstances or if the employee has not been given the opportunity to utilise annual leave during sickness, they may be entitled to carry over statutory entitlement of annual leave.

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During an employee's sickness absence, annual leave continues to accrue. Every effort must be made to utilise the annual leave whilst absent as explained above. However, if the accrued annual leave spans over two or more leave years and the leave has not been utilised the employee may carry over to the new leave year. This annual leave is based on the statutory entitlement and not contractual.

The statutory amount of annual leave is 20 days per annum (including bank holidays); pro-rata for part time employees. Any leave taken before sickness occurred will be deducted from the statutory entitlement when calculating carry over. Bank Holidays are not accrued during sickness absence e.g. full time employees who are entitled to 27 days annual leave plus 8 bank holidays, they have already taken 15 days annual leave prior to long term sickness, including 5 bank holidays. They would be entitled to carry over 5 day's annual leave.

6.15 Extended Period of Annual Leave

There are occasions when an employee may wish to, or need to, take extended periods of annual leave.

Such requests should not be unreasonably refused by the line manager/supervisor. However, the manager should seek to ensure that the individual has regular planned annual leave/time out throughout the rest of the annual leave year, and the minimum and maximum annual leave thresholds for the Ward/Department/Service are adhered to.

The manager and the employee must ensure that the employee does not breach the statutory requirements contained within the Working Time Regulations, concerning minimum amounts of annual leave to be taken in a leave year. Managers and employees should also make reference to the Rostering Policy.

6.16 Late Return from Annual Leave

If, for any reason, an employee will be late returning from annual leave, they must notify their line manager as soon as possible.

Each circumstance will be reviewed individually.

6.17 Unpaid Leave

There may be circumstances when it is appropriate for a manager to allow an employee to take unpaid leave. This is discretionary leave and subject to the needs of the service, and is not an entitlement.

For example:

- To enable the employee to take an extended period of annual leave.
- If an employee has just started in CTMUHB, and has a pre-booked holiday for which they would not have enough annual leave entitlement.

Managers and employees should make reference to the Employment Break Policy.

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7. Special Leave

There is an All Wales Special Leave Policy which covers:

- Carers Leave.
- Unplanned and immediate personal crisis.
- Bereavement.

8. Flexible Working

CTMUHB offers various flexible working opportunities (subject to the needs of the service) such as time off in lieu, term time only and annualised hours.

Managers and employees should make reference to the Flexible Working Policy.

9. Maternity and Adoption Leave

Employees will continue to accrue annual leave including contractual bank holidays during maternity and adoption leave, whether on paid or unpaid maternity/ adoption leave.

Where an employee is unable to take annual leave before the start of maternity or adoption leave due to service requirements, or in cases where maternity or adoption leave overlaps the annual leave year or where the amount of accrued annual leave exceeds the normal carry over provisions, it may be mutually beneficial to both the organisation and the employee for the annual leave to be taken before and/or after the formal (paid and unpaid) maternity leave period. The amount of annual leave to be taken in this way, or carried over, will be discussed and agreed between the Manager and employee. There will be no automatic entitlement to carry over this leave into subsequent leave years.

Please refer to CTMUHB Maternity, Paternity and Adoption Leave Policy.

10. Roster Policy

CTMUHB has a separate policy for Rostering which covers all areas of the organisation.

11. Training Implications

Employees are made aware via the organisation's intranet pages or via their Line Manager.

12. Review, Monitoring and Audit

This policy will be reviewed in 3 years' time. Earlier review may be required in response to exceptional circumstances, organisational change or relevant changes in legislation or guidance.

13. Managerial Responsibilities

Managers must take overall responsibility for ensuring that this policy is implemented and monitored effectively, they must ensure that all of their employees are aware of their responsibilities.

14. Retention/Archiving

The Executive Director for People will ensure that copies of this policy are archived and stored in line with CTMUHB records management policy, and are made available for reference purposes should any situation arise where they are required.

15. Non Conformance

All employees are expected to comply with this policy, failure to comply with the policy is a serious offence and could result in disciplinary action.

16. Equality Impact Assessment Statement

This policy has been subject to a full Equality Impact Assessment and no implications found.

17. Privacy Impact Assessment Statement

A full Privacy Impact Assessment has been undertaken and no impact identified.

APPENDIX A

PROCEDURE FOR PURCHASE OF ADDITIONAL ANNUAL LEAVE

Employees must complete the Request to Purchase Additional Annual Leave Application Form, and submit it to their line manager for approval. Managers and employees must ensure the additional leave can be accommodated prior to the line manager's approval.

Employees who are authorised to purchase additional leave must continue to make pension contributions based upon the gross amount of pensionable pay they receive; i.e. contributions must be maintained at the original level throughout the year.

Approval of the purchase of additional annual leave is at the discretion of the relevant line manager and is subject to the operational needs of CTMUHB. There is no automatic right to purchase additional annual leave, however every application will be fully and fairly considered on its merits.

Approval of any additional annual leave purchased must be recorded on the employee's leave record. Additional purchased annual leave should be applied for, and taken in accordance with the normal annual leave procedures, and the days taken recorded on ESR and authorised in the normal way.

Approval to purchase leave will only be valid for the relevant leave year, for which it has been applied for. Employees are therefore required to submit a separate request for each leave year.

Where additional leave has been purchased, these days will be deemed to be used by the employee first, from their entitlement. Once additional leave is purchased it must be taken before the end of the relevant leave year, as untaken leave cannot be reimbursed.

Employees leaving the organisation will be reimbursed any outstanding additional annual leave purchased and payments will be recovered in line with contractual provision if the employee has taken in excess of their purchased additional annual leave entitlement.

On receipt of a completed Request to Purchase Additional Annual Leave Application Form, the line manager will assess the operational feasibility of granting the request. This will include a full assessment of whether or not the additional annual leave can be accommodated within the employee's annual leave year, taking into account the operational needs of the Department/Service area or where approval of the application will result in additional 'back fill' costs, to cover the absence of the employee.

The application decision will be communicated to the employee by their line manager. In the event that an application is rejected, the line manager will write to the employee within 10 calendar days, outlining the reason / rationale for the decision. Legitimate reasons for rejecting an application are e.g.

- Burden of additional staffing costs;
- Detrimental effect on the ability to meet patient, service user, customer etc. demands;
- Inability to reorganise / reallocate the work among existing employees;
- Staffing issues / Inability to recruit staff to vacant positions;
- Detrimental impact on quality of service delivery;
- Detrimental impact on the performance of the department etc.;
- Peak holiday period;
- Planned structural / organisational changes;

N.B. This is not an exhaustive list.

In the event of a line manager's refusal the employee must be advised in writing within 10 calendar days of the decision date and other alternative options should be explored with the employee.

There is no right of appeal against a purchase of annual leave decision, as this is a discretionary scheme.

If the employee's application is successful the line manager will inform the employee and forward the approved application form to the Payroll Department to process the salary deduction and adjust the employee's annual leave entitlement on ESR.

The line manager must also inform the local Finance Team of the approved application for forecasting purposes and arrange for a copy to be placed on the employee's personnel file.

Support and advice can be provided to line managers by their Workforce and OD Representative.

Adjustments to Pay and Recording of Additional Annual Leave Purchased

Where an employee requests to purchase additional annual leave, this will result in a reduction to their monthly salary for the whole or remainder of the leave year.

The new monthly salary will be calculated and notified to the employee, by Payroll as soon as possible following their receipt of the Request to Purchase Additional Annual Leave Application Form from the employee's Line Manager.

An employee should note that by completing and submitting the Request to Purchase Additional Annual Leave Form that, if approved, this form also constitutes their consent to any applicable salary adjustment.

In the event that an employee's salary changes during a leave year, the agreed additional annual leave purchase amount will be recalculated.

APPENDIX B

REQUEST TO PURCHASE ADDITIONAL ANNUAL LEAVE APPLICATION FORM

Part 1 – EMPLOYEE – Complete, sign and forward to your line manager

Employee Request	
I have read and understand the Procedure for Purchase of Annual Leave and acknowledge that my application is subject to review, prior to it being approved or rejected. I wish to make the following request to purchase annual leave in the next financial leave year:	
Name of Employee:	
Employee Number:	
Care Group/Hosted Service:	
Department:	
Band:	
Current hours worked per week:	
Line Manager's Name:	

I am applying to purchase (enter number of days / hours) _____ **days* / hours* annual leave during the leave year 1st April _____ to 31st March _____ (enter year e.g. 2022) * delete as applicable.**

I wish to take the purchased additional leave on the following dates:

Employees are required to confirm below the date(s) on which they would wish to take additional annual leave (if approved), to assist with the decision making process, future service planning etc.

Date(s)	Number of Day / Hours
Total Number of Days / Hours =	

I am requesting to purchase annual leave for the following reasons:

This section is optional but any information provided will assist with consideration of the application.

I understand that if my application is approved my salary will be reduced by the value of the number of days / hours purchased, by my hourly rate, applicable at the time of processing my first salary deduction.

I authorise my salary to be reduced in equal instalments over the remainder of the annual leave year and understand that purchased annual leave will be considered as being taken before contractual annual leave for calculation purposes, should I leave the employment of CTMUHB, part way through the financial leave year.

Employee's Name:	
Employee's Signature:	
Date:	

Part 2 – LINE MANAGER – Complete and sign, then forward to the relevant Care Group Manager/Clinical Service Group Manager or Assistant Director

Please provide a brief commentary as to how the purchase of annual leave request will impact on the needs of the service during the relevant period and any other relevant information. Please confirm whether backfill, temporary or

agency cover or other costed provisions will be required to cover the employee's absence.

Line Manager's Signature:	
Line Manager's Job Title:	
Date:	

Part 3 – Care Group Manager/Clinical Service Group Manager or Assistant Director – Review and make the decision and return to the line manager to action

<i>Please complete either section 3a or 3b below, as appropriate</i>	
<u>3a</u> I approve this request for the purchase of annual leave and can confirm that backfill, temporary or agency cover will not be required to cover this absence.	
Name:	Signature:
Job Title:	Date:
<u>3b</u> I reject this request for the purchase of annual leave on the following grounds:	
<i>(Please refer to the Procedure for examples)</i>	
Name:	Signature:
Job Title:	Date:

It is the responsibility of the line manager to:

- **Inform the applicant of the outcome:**
Approve – Verbally
Rejected in writing within 10 calendar days of the decision date.
- **Forward the approved application form to the Payroll Department**
at NWSSP.PayrollCTM@wales.nhs.uk to process the salary deduction
and adjust the employee's annual leave entitlement on ESR.
- **Arrange for a copy to be placed on the employee's personnel file.**

Appendix C

PROCEDURE FOR THE CARRY OVER OF ANNUAL LEAVE FROM ONE YEAR TO THE NEXT

It is important that employees take their annual leave during the leave year to refresh themselves and to protect their health and wellbeing. The management of annual leave is good practice, and very important to protect the health of our employees, aiding the high quality services to patients.

Should an employee have outstanding annual leave that they have not yet requested to take during this leave year they should discuss this with their line managers **without delay** and work together to plan for all leave to be taken to ensure that none is carried over.

The provisions of carry over of annual leave for non-medical employees are:

- Where employees are prevented by their employing authority from taking the full allowance of annual leave before the end of the leave year they shall be allowed to make up the deficiency during the ensuing leave year at a time to be mutually agreed;
- Subject to the demands of the service up to 5 days annual leave may be carried forward on application and taken in the ensuing year;
- Except in these and other exceptional circumstances for which special provision has been made, annual leave not taken shall not be carried over to the following year e.g. employees currently on long term sickness absence and have been unable to take their full annual leave entitlement or where the employee has been expressly prevented from taking their annual leave entitlement because of service needs.
- In accordance with the Managing Attendance At Work Policy, where long term sickness absence spans two or more leave years and the full annual leave entitlement has not been utilised, leave can be carried over to the new leave year. This will be based on the statutory entitlement and not contractual. The statutory entitlement of annual leave per annum is 20 days if working full time and pro rata for part time employees.

Managers and employees are therefore advised with the above exceptions, employees have **no** automatic entitlement to carry over annual leave from one year to the next. Additionally it should be noted that there is no provision for any cash payment in lieu.

APPENDIX D

APPLICATION FOR CARRY OVER OF ANNUAL LEAVE FOR A4C EMPLOYEES

Employees must make every effort to take their full entitlement of annual leave in the relevant financial year.

Applications must be approved by the employee's line manager and authorised by the appropriate Care Group Manager/Clinical Service Group Manager or Assistant Director only. Authorised annual leave requests must be submitted **by 31st July at the very latest**. Late applications (with the exception of employees on long term sick or maternity leave) will not be processed and the leave lost.

Please ensure this reflects the actual position as at the 31st March

PLEASE NOTE: All fields are mandatory

Full Name: (Print)	Employee Number:
Band:	
Care Group/Hosted Service:	Dept/Ward:
Leave Entitlement:	
Carry Forward from previous year:	No. of Days Taken or Booked:
<p><u>AFC Employee's only:</u></p> <p>I wish to apply for _____ Hours to be carried forward to the new financial year commencing on 1st April _____</p> <p>Reasons for not taking allocation during current financial year:</p>	



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Signed by Employee: _____ Name: _____ Date: _____	Approved by Line Manager: _____ Name: _____ Date: _____
Authorised: Care Group Manager/Clinical Service Group Manager or Assistant Director only	
Signed: _____ Name: _____ Position: _____ Date: _____	

It is the responsibility of the line manager to:

- **Inform the applicant of the outcome:**
Authorised – Verbally
Rejected in writing within 10 calendar days of the decision date.
- For authorised applications, transpose and collate information off form onto a [Department Carry Over of Annual Leave spreadsheet](#) monthly.
- Forward the spreadsheet on a monthly basis to CTUHB.Actionpoint@wales.nhs.uk to adjust the employee's annual leave entitlement on ESR.
- Please note a NEW submission of the form is required monthly with any new authorised additions for that month only, **DO NOT RESUBMIT** previously submitted employee information.
- Latest date for submission of spreadsheet is 31st July.
- Arrange for a copy of form to be placed on the employee's personnel file.
- The manager should retain the spreadsheet information as a record of approved carry over of leave and to assist them to manage the approval of the additional leave over the forthcoming annual leave year.