

# Annual Leave Policy and Procedure (including the purchase of additional annual leave)

## Ratification Process

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Approved by:	01/03/2016 Joint Consultation and Negotiating Partnership (JCNP)
Ratified on and by:	02/03/2016 C&P CCG Remuneration & HR Sub Committee
Version Number:	2
Latest revision date:	March 2016
Review date:	March 2018

**Cambridgeshire & Peterborough CCG  
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**Document Control Sheet**

<b>Development and Consultation:</b>	This policy was developed by the CCG HR team and consulted upon with senior managers and staff representatives. This policy has been approved through the Joint Consultation and Negotiating Partnership (JCNP).
<b>Dissemination</b>	All new and updated policies and procedures are notified to senior managers via email for dissemination to their staff. Notification is also sent to all staff via the bi-weekly staff newsletters.
<b>Implementation</b>	All staff and managers. Line managers have an additional duty to authorise in accordance with the policy.
<b>Training</b>	The CCG HR team will organise to inform managers of this policy.
<b>Audit</b>	The CCG HR Team will hold a database of all policies and a reminder will be sent when a policy is due for renewal.
<b>Review</b>	This policy will be reviewed by the CCG HR Team and JCNP every two years, unless an earlier review is required e.g. due to changes in legislation or in NHS direction.
<b>Links with other documents</b>	This policy should be read in conjunction with:  CCG Carers and Special Leave Policy and Procedure CCG Study Leave Policy and Procedure CCG Flexible Working Policy and Procedure CCG Managing Sickness Absence and Attendance at Work Policy and Procedure

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**Revisions**

<b>Version</b>	<b>Page/Para no</b>	<b>Description of change</b>	<b>Date approved</b>
2	Page 6, section 4.1	Inclusion of information regarding bank holidays in leave year, dependent upon when Easter falls	02/03/2016
2	Page Para 14.13	Carry over of annual leave after extended sickness absence changed to reflect current legal position in UK Law	02/03/2016
2	Page 7, section 5.3	Amended to confirm annual leave entitlement calculated on full completed weeks worked in leave year, not months	02/03/2016
2	Page 11, section 19	Purchasing additional annual leave scheme included in main body of policy, instead of only as an appendix	02/03/2016
2	Page 11, section 19.4	Updated to confirm salary deductions in respect of additional annual leave purchased will be made taken from the employee's gross salary, not net salary.	20/03/2016

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**1. Introduction**

Annual leave is an important part of the work life balance. Equally, the good management of annual leave by the employee and the manager is essential to the health and safety of the employee and the organisation.

**2. Purpose and Scope**

The aim of this policy is to provide a uniform and equitable approach to the calculation of annual leave and bank holiday entitlements.

This policy applies to all employees (except for Bank staff, NHS Professionals staff and Medical and Dental staff), who are employed under Agenda for Change terms and conditions. This includes managers on Very Senior Manager (VSM) terms.

The annual leave period shall be from 1 April to 31 March.

**3. Duties and Responsibilities**

**3.1 Employee responsibilities**

It is up to the employee to ensure their annual leave is planned throughout the leave year in consultation with the team and in agreement with their line manager.

**3.2** It is up to the line manager to monitor and ensure employees are taking their annual leave as planned and agreed, and ensure there are appropriate arrangements to cover service needs.

**4. Annual Leave Entitlement**

4.1. The basic annual leave provisions for complete years worked are:

- On commencement with the NHS 27 days + 8 Public Holidays
- After 5 years' NHS reckonable service 29 days + 8 Public Holidays
- After 10 years' NHS reckonable service 33 days + 8 Public Holidays

4.2. These are detailed in Appendix 1 – Annual leave entitlement for complete years inclusive of bank holidays (in hours). It should be noted that the number of bank holidays may change in the leave year, dependent upon when the Easter period falls; please see section 4.6 for further information.

**5. Annual Leave On Joining the CCG**

5.1. All new members of staff to the CCG will be entitled to annual leave plus bank holidays in the year of joining the CCG on a pro-rata basis based on their contractual hours/working days.

5.2. Annual leave entitlement for part-years can be calculated using the tables in appendices 1, 2, 3 and 4 and this must be pro-rata to the number of contracted hours/working days in the leave year since joining. The bank holiday hours entitlement will be based on the number of bank holidays remaining in the current leave year from the date of joining.

5.3. Any employee whose employment commences after the start of the leave year, or whose employment ceases prior to the end of the leave year, shall receive an amount of paid annual leave based on the full weeks worked during that leave year. Refer to appendix 4 for worked examples of how this will be calculated.

## **6. Annual leave increase due to NHS length of service**

Where an employee's entitlement to annual leave increases due to length of NHS service during the year, the additional entitlement (pro-rata for that leave year), will become effective from the first of the month following the date of the increased entitlement.

## **7. Annual leave accrual during absence**

7.1. Annual leave entitlement is accrued during any unpaid period of leave. This includes sickness and maternity leave unless there has been an express agreement that such an entitlement does not accrue. For example, this may apply to unpaid sabbatical leave. For more guidance on annual leave during absence please refer to the CCG Managing Sickness Absence and Attendance at Work Policy and Procedure, and in the cases of sickness please speak to the CCG HR team.

7.2. The provisions relating to carry-over of leave should be noted in section 4.6 below.

## **8. Calculating annual leave entitlement**

8.1. The Agenda for Change terms and conditions specify that the annual leave entitlement is calculated in days for full-time and part-time employees, where their normal working pattern is 7.5 hours per working day.

8.2. If an employee's working pattern is not 7.5 hours on each occasion, annual leave will be calculated in hours regardless of whether they work full-time or part-time. This prevents staff on these shifts/working days receiving greater or lesser leave than colleagues on standard shifts/working days. For example, a member of staff working 10 hours per day, will have 10 hours annual leave booked and deducted from their leave entitlement.

8.3. The calculation of annual leave entitlement for all staff can be found in Appendix 1. Days and hours have been rounded up or down to the nearest 0.5 (i.e. the nearest ½ day or ½ hour).

8.4. CCG employees who have agreed to work a nine day fortnight under the CCG Flexible Working Policy and Procedure, should refer to the CCG Flexible Working Policy and Procedure for further information regarding annual leave calculations.

## 9. General public holidays (bank holidays)

9.1. The calculation of the bank holiday entitlement is based on the number of basic contracted hours/working days worked. Therefore, all employees have a fair, equitable and static entitlement rather than eligibility based solely on the normal days of work. This prevents some part-time employees not receiving the benefit of bank holidays unless they fall on their contracted working days. Similarly, this calculation (based on the number of basic weekly contracted hours), removes any inequalities in the case of staff whose working days vary.

9.2. For annual leave purposes, a general public holiday shall be defined as a period of normal duty that starts within the period of 24 hours from midnight to midnight.

9.3. Employees are entitled to paid time off for all paid general public holidays (bank holidays) in the leave year. Some employees may be required to work on the day the bank holiday falls and, therefore, are eligible to take their leave entitlement at another time during the same annual leave year. All part-time staff are entitled to the bank holidays pro-rata to the full-time entitlement based on their basic weekly contracted hours/working days. The table in appendix 1 identifies this actual hours/days entitlement, pro-rata, per bank holiday and also for the total leave year.

9.4. The total leave entitlement is calculated by adding annual leave entitlement to the bank holiday hours/days entitlement. When a general public holiday falls on a Saturday or Sunday, the following Monday or Tuesday is designated as a general public holiday for leave purposes. The recognised bank holidays include:

- Christmas Day
- Boxing Day
- New Year's Day
- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday
- August Bank Holiday

## 10. Changes to bank holidays

There will be some years when more (or less) than 8 Bank Holidays fall within the leave year because bank holidays follow the calendar year and the Easter bank holidays can be in March or April. When this situation arises the appropriate hours/days adjustment will need to be made. In years where Easter falls before 1 April, bank holidays should be adjusted to take account of this change. For example, 10 days in one year and 6 days in the following year.

### 10.1. Bank holidays and non-standard shifts/ rotas

On each and every occasion an employee (whether full or part time) takes paid time off on a bank holiday as part of their basic week, the appropriate deduction of their normal basic working hours/days for that day will be made from their overall entitlement. Examples for calculating bank holidays in hours:

- Example 1  
A staff member works 30 hours per week. They would normally work 7.5 hours on a Monday. If they are required to work on May bank holiday, their leave entitlement remains intact, as this day has not been taken off as leave. If they are not required to work on August Bank Holiday, 7.5 hours is deducted from their



total leave entitlement of 246 hours (see table in appendix 1).

- **Example 2**  
A staff member works 30 hours per week. They would normally work 10 hours on a Monday, so 10 hours is deducted from their leave entitlement.

## **11. Requesting and taking annual leave**

11.1. In accordance with Regulation 13 of the Working Time Regulations 1998, applications to take paid annual leave must normally provide for a minimum period of notice to be given to the employee's designated manager. This should be not less than twice the duration of the leave requested.

- **Example 1**  
A staff member wishing to take 10 consecutive days annual leave, should provide his/her designated manager or supervisor with 20 working days notice, prior to the planned commencement of the paid annual leave requested. However, many departments will require a longer period of notice at peak periods, such as during school holidays. The maximum period of leave that can be taken in any one period is normally two weeks. If an employee wishes to take a longer period, this should be agreed by the Director of their Directorate.

11.2. Applications to take leave must be approved by the designated manager, prior to it being taken. They are subject to the provisions and recommendations set out above and to the exigencies of the service. Such requests will not be unreasonably refused. Applications should be made in writing by using an individual Annual Leave Record (see Appendix 5). Staff must also ensure that they follow any specific booking system used in their directorate.

11.3. It is important that employees do not commit to holiday plans until requests to take annual leave have been approved.

## **12. NHS Reckonable Service**

12.1. Previous reckonable service is deemed to be continuous service in the National Health Service. As such, an employee's previous continuous service with any NHS employer will count as reckonable service in respect of annual leave. This includes continuous service with other employers when an individual has formally transferred to NHS employment under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE), or other statutory instruments that transfer individuals' employment between one employer and another.

12.2. In order to have previous service regarded as reckonable service, staff will need to provide formal documentary evidence of any relevant, reckonable service.

12.3. **Re-appointment of previous NHS employees**  
On returning to NHS employment, a previous period or periods of NHS service will be counted towards the employee's entitlement to annual leave.

### **13. Entitlement on changing contracted hours**

Where staff change their contracted hours, this results in a recalculation of their annual leave entitlement. This is based on completed months of the new and old contracted hours/working days, to give the new full year entitlement. The CCG policy states that staff should not lose entitlement when they change their contracted hours/working days, part way through a month. In this situation, the entitlement for the first month will be calculated on the basic weekly contracted hours that they predominantly worked in that initial month.

### **14. Carry over of annual leave**

- 14.1. The CCG expects that within the annual leave year employees should be provided with the opportunity to take all their annual leave. The carryover of annual leave from one year to the next should be avoided. In exceptional circumstances, up to one week of basic contracted hours/days may be carried over to the following year, with the agreement of the manager.
- 14.2. Where an employee has been prevented from taking their leave due to service demands, the amount carried forward should not normally exceed one week of basic contracted hours/days, unless this is not practicable for service delivery reasons. In this situation, case manager's discretion can be used in carrying over days in excess of this amount.
- 14.3. Where an employee has been prevented from taking annual leave due to long term sickness absence the amount which may be carried forward will be determined in line with the most recent legislative position. Advice should be sought from the HR team.
- 14.4. Applications to carry over amounts of contractual paid annual leave from a current leave year to an immediately subsequent leave year must be made in writing to the designated manager. This should be done prior to the end of any current leave year from which the paid contractual annual leave is to be carried over.
- 14.5. Designated managers should ensure staff carrying over amounts of paid contractual annual leave agree a date by which the total amount will be taken. This should be done prior to the request to carry over being approved.

### **15. Paid work during periods of paid annual leave**

The purpose of annual leave is to ensure that staff have adequate breaks from work. Therefore, the CCG strongly discourages staff to undertake alternative paid work during paid annual leave.

### **16. Unpaid leave**

There may be circumstances when it is appropriate for a manager to allow an individual to take unpaid leave. For example, to enable an employee to take an extended period of annual leave, if it is acceptable to the service needs; or where an employee has just started with the organisation, and has a pre-booked holiday for which they would not have enough annual leave entitlement. Managers must complete a **P3** Staff Changes form for

the employee's period of unpaid leave and send this to payroll.

## **17. Sickness occurring during annual leave or bank holidays**

- 17.1. If an employee falls sick whilst on annual leave, then in accordance with the CCG Management of Sickness and Attendance at Work Policy and Procedure, the period covered will be treated as sick leave, allowing the employee to take the annual leave another time. An employee should report the sickness to their manager on the first day and submit a medical sick note for the sickness period. Please refer to the CCG Management of Sickness and Attendance at Work Policy and Procedure for further details.
- 17.2. In accordance with Agenda for Change terms and conditions, employees will not be entitled to an additional day off if they are sick on a bank holiday that they would otherwise have been required to work as part of their basic week.

## **18. Annual leave entitlement on leaving**

- 18.1. Staff who leave the CCG will have their annual leave entitlement calculated on a pro-rata basis, based on their leaving date less any annual leave taken. This will include any outstanding bank holiday hours/days not taken that have occurred in the leave year prior to the date of leaving.
- 18.2. Outstanding annual leave entitlements should normally be taken during the employee's period of notice. Payment will then be made for any holiday entitlement owing less any annual leave taken.
- 18.3. Where the leave taken exceeds that pro-rata annual leave accrued, an appropriate deduction will be made from the employee's final salary payment.

## **19. Purchasing additional annual leave**

- 19.1. The CCG recognise that some employees may wish to take more than their standard contractual entitlement of leave. This can be because of a variety of reasons including taking an extended holiday, celebrating a memorable occasion, buying a house, or childcare cover during the school holidays. The CCG has, therefore, decided to operate a scheme which enables employees to request to 'purchase' additional annual leave, subject to certain conditions, and at the discretion of their manager, with the cost of any approved additional leave being deducted from their gross salary on a monthly basis over the course of the leave year, or pro-rata if part way through the leave year.
- 19.2. The purchasing additional annual leave scheme applies to all employees of the CCG with at least one year of recognised continuous service.
- 19.3. The maximum amount of additional annual leave that any employee may purchase in any one-leave year is 5 working days (pro-rata for part-time staff). An employee who wishes to purchase additional annual leave must make a request in writing to their line manager using the Request to Purchase Additional Annual Leave Form, which can be found in appendix 7.

- 19.4. It is the employee's responsibility to ascertain how much the monthly deduction from their gross salary will be. The purchase of additional annual leave must be repaid in full within that current leave year (or forthcoming leave year if requesting in advance of the start of the new leave year).
- 19.5. The application and authorisation of requests are treated individually and will only be valid for one leave year, if the scheme runs again a further application would have to be made.
- 19.6. The organisation 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 and service needs. If approval is not given, managers must give written reasons within 10 working days and explore other alternative options that may be available. Support and advice can be provided to managers by the HR team.
- 19.7. Additional annual leave that is bought should be booked and used in the standard way following the CCG Annual Leave Policy and Procedure. 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.
- 19.8. Employees leaving the organisation will be reimbursed if the salary deductions on leaving amount to more than the leave taken. Payments will be recovered prior to leaving if the value of the salary deductions is less than the value of the leave taken.
- 19.9. Employees who wish to submit a request to purchase additional annual leave must do so by submitting the request form found in appendix 7 to their line manager.
- 19.10. Once the request has been received, the employee's manager will consider the request and confirm to the employee their decision within 10 working days of the request being received. If the request is successful the employee must submit an authorised P3 to the Employment Services Team at Serco confirming the monthly deduction to be taken from gross salary.
- 19.11. Should a request be declined the reasons for this will be outlined in the response from the employee's line manager.
- 19.12. Managers responsibilities
- 19.12.1. Managers must consider the resource implications of granting requests to purchase additional annual leave and ensure there is adequate service cover (wherever possible).
- 19.12.2. Managers must treat all applications equally.
- 19.12.3. Managers refusing applications from employees to purchase annual leave should give written reasons for refusal in writing within 10 working days of the request.
- 19.12.4. Managers should monitor all purchased annual leave and ensure that purchased additional annual leave is not carried over into the next leave year

period in accordance with the CCG Annual Leave Policy and Procedure.

#### 19.13. Adjustments to Pay

19.13.1. An employee should note that by completing and submitting the request for additional leave form that, if approved, this form also constitutes their consent to the applicable salary adjustment. The calculation will be arrived at by:

- dividing the employee's basic annual salary (excluding non-contractual overtime) by 52.14285 to determine their basic weekly pay;
- divide this figure by the number of their working days in the week;
- multiplying this figure by the number of annual leave days the employee wishes to buy;
- dividing this figure by the number of full months left in the annual leave year up to a maximum of 12 (months) to arrive at the amount that will be deducted from the employee's gross monthly salary; and subtracting that figure from the employee's gross monthly salary.

19.13.2. Some examples of the calculation used for purchasing additional annual leave can be found in appendix 6.

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Appendix 1 - Annual leave entitlement for complete years inclusive of bank holidays  
(in hours)

<b>Weekly Basic Contracted Hours</b>	<b>On Appointment: 27 Days</b>	<b>After 5 Years Service: 29 Days</b>	<b>After 10 Years Service 33 Days</b>	<b>Bank Holiday Hourly entitlement for full leave year</b>	<b>Hourly Entitlement on each Bank Holiday as it occurs</b>
37.5	202.5	217.5	247.5	60.0	7.5
37.0	200.0	214.5	244.0	59.0	7.4
36.5	197.0	211.5	241.0	58.5	7.3
36.0	194.5	209.0	237.5	57.5	7.2
35.5	191.5	206.0	234.5	57.0	7.1
35.0	189.0	203.0	231.0	56.0	7.0
34.5	186.5	200.0	227.5	55.0	6.9
34.0	183.5	197.0	224.5	54.5	6.8
33.5	181.0	194.5	221.0	53.5	6.7
33.0	178.0	191.5	218.0	53.0	6.6
32.5	175.5	188.5	214.5	52.0	6.5
32.0	173.0	185.5	211.0	51.0	6.4
31.5	170.0	182.5	208.0	50.5	6.3
31.0	167.5	180.0	204.5	49.5	6.2
30.5	164.5	177.0	201.5	49.0	6.1
30.0	162.0	174.0	198.0	48.0	6.0
29.5	159.5	171.0	194.5	47.0	5.9
29.0	156.5	168.0	191.5	46.5	5.8
28.5	154.0	165.5	188.0	45.5	5.7
28.0	151.0	162.5	185.0	45.0	5.6
27.5	148.5	159.5	181.5	44.0	5.5
27.0	146.0	156.5	178.0	43.0	5.4
26.5	143.0	153.5	175.0	42.5	5.3
26.0	140.5	151.0	171.5	41.5	5.2
25.5	137.5	148.0	168.5	41.0	5.1
25.0	135.0	145.0	165.0	40.0	5.0
24.5	132.5	142.0	161.5	39.0	4.9
24.0	129.5	139.0	158.5	38.5	4.8
23.5	127.0	136.5	155.0	37.5	4.7
23.0	124.0	133.5	152.0	37.0	4.6
22.5	121.5	130.5	148.5	36.0	4.5
22.0	119.0	127.5	145.0	35.0	4.4
21.5	116.0	124.5	142.0	34.5	4.3
21.0	113.5	122.0	138.5	33.5	4.2
20.5	110.5	119.0	135.5	33.0	4.1
20.0	108.0	116.0	132.0	32.0	4.0

<b>Weekly Basic Contracted Hours</b>	<b>On Appointment: 27 Days</b>	<b>After 5 Years Service: 29 Days</b>	<b>After 10 Years Service 33 Days</b>	<b>Bank Holiday Hourly entitlement for full leave year</b>	<b>Hourly Entitlement on each Bank Holiday as it occurs</b>
19.5	105.5	113.0	128.5	31.0	3.9
19.0	102.5	110.0	125.5	30.5	3.8
18.5	100.0	107.5	122.0	29.5	3.7
18.0	97.0	104.5	119.0	29.0	3.6
17.5	94.5	101.5	115.5	28.0	3.5
17.0	92.0	98.5	112.0	27.0	3.4
16.5	89.0	95.5	109.0	26.5	3.3
16.0	86.5	93.0	105.5	25.5	3.2
15.5	83.5	90.0	102.5	25.0	3.1
15.0	81.0	87.0	99.0	24.0	3.0
14.5	78.5	84.0	95.5	23.0	2.9
14.0	75.5	81.0	92.5	22.5	2.8
13.5	73.0	78.5	89.0	21.5	2.7
13.0	70.0	75.5	86.0	21.0	2.6
12.5	67.5	72.5	82.5	20.0	2.5
12.0	65.0	69.5	79.0	19.0	2.4
11.5	62.0	66.5	76.0	18.5	2.3
11.0	59.5	64.0	72.5	17.5	2.2
10.5	56.5	61.0	69.5	17.0	2.1
10.0	54.0	58.0	66.0	16.0	2.0
9.5	51.5	55.0	62.5	15.0	1.9
9.0	48.5	52.0	59.5	14.5	1.8
8.5	46.0	49.5	56.0	13.5	1.7
8.0	43.0	46.5	53.0	13.0	1.6
7.5	40.5	43.5	49.5	12.0	1.5
7.0	38.0	40.5	46.0	11.0	1.4
6.5	35.0	37.5	43.0	10.5	1.3
6.0	32.5	35.0	39.5	9.5	1.2
5.5	29.5	32.0	36.5	9.0	1.1
5.0	27.0	29.0	33.0	8.0	1.0
4.5	24.5	26.0	29.5	7.0	0.9
4.0	21.5	23.0	26.5	6.5	0.8
3.5	19.0	20.5	23.0	5.5	0.7
3.0	16.0	17.5	20.0	5.0	0.6
2.5	13.5	14.5	16.5	4.0	0.5
2.0	11.0	11.5	13.0	3.0	0.4
1.5	8.0	8.5	10.0	2.5	0.3
1.0	5.5	6.0	6.5	1.5	0.2
0.5	2.5	3.0	3.5	1.0	0.1

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Appendix 2 - Annual leave entitlement for complete years exclusive of bank holidays  
(in days)

<b>Number of Working days per week.</b>	<b>Under 5 years service: 27 days</b>	<b>5 – 10 years service: 29 days</b>	<b>10+ years service: 33 days</b>
1	5.5	6	6.5
2	11	11.5	13
3	16	17.5	20
4	21.5	23	26.5
5	27	29	33



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Appendix 3 - Calculation Of Bank Holiday Entitlement in Hours

<b>Number of Working Days per Week</b>	<b>Daily entitlement for the year.</b>
1	1.5
2	3
3	5
4	6.5
5	8

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Appendix 4 – Annual leave entitlement for new starters

Full Months Service left in Leave Year.	Under 5 years service:	Days	5 – 10 years service:	Days	10+ years service:	Days
	Hours equivalent		Hours equivalent		Hours equivalent	
1	17	2	18	2.5	20.5	3
2	34	4.5	36	5	41	5.5
3	50.5	7	54.5	7	62	8
4	67.5	9	72.5	10	82.5	11
5	84.5	11	90.5	12	103	14
6	101.5	13.5	109	14.5	124	16.5
7	118	16	127	17	144.5	19
8	135	18	145	19	165	22
9	152	20	163	22	185.5	25
10	169	22.5	181	24	206	27.5
11	186	25	199	26	227	30
12	202.5	27	217.5	29	247.5	33

The above table covers where full months are worked. Where there is a part month the entitlement will be calculated on completed FULL week basis. The following process will be followed *Please note that to work out the part month, use 0.25 for 1 week, 0.5 for 2 weeks and 0.75 for 3 weeks*

1. Take the annual leave entitlement appropriate to the number of hours worked (excluding bank holidays) in table 1 above
2. Divide that figure by 12 (no. of months in the year)
3. Multiply the answer achieved in point 2 by the number of months left in the leave year including the complete (Full) weeks worked.
4. Take the full bank holiday entitlement as appropriate to the number of hours worked per week ( Table 1 above)
5. Divide the figure by 8 (usual number of bank holidays in a year)
6. Multiply the answer achieved in point 5 by the number of holidays left in that leave year.
7. ADD the figures achieved in point 3 and point 6 to give a total leave entitlement.

**Examples**

**a) Joining part way through the year**

Sally joined the CCG on 19th November and works 22.5 hours per week. She has 10

years aggregated NHS service. She will therefore have 4.5 months service in the leave year.

- Point 1 + 2:  $148.5 / 12 = 12.375$
- Point 3:  $12.375 * 4.5 = 55.5$  hours (0.5 as they have completed 2 full weeks in November)
- Point 4 + 5:  $36 / 8 = 4.5$  hours
- Point 6:  $4.5 * 3 = 13.5$  hours

**Grand Total: 55.5 + 13.5 = 69 hours**

*Please note that to work out the part month, use 0.25 for 1 week, 0.5 for 2 weeks and 0.75 for 3 weeks*

**b) Changing hours part way through the year**

**How to calculate annual leave inclusive of Bank Holidays for an employee changing their hours part way through the year – refer to annual leave charts**

Sarah works 37.5 hours per week and from 1st September she will reduce to 20 hours per week. She has 3 years' NHS service. You should refer to the formula detailed above and use for 37.5 hours and then repeat the exercise for the 20 hours, and add the two figures together to give you the total leave entitlement for the year

**Part 1**

A/L =  $202.5 / 12 * 5 = 84.5$  hours

B/H =  $60 / 8 * 5 = 37.5$  hours

Total =  $84.5 + 37.5 = 122$  hours

**Part 2**

A/L =  $108 / 12 * 7 = 63$  hours

B/H =  $32 / 8 * 3 = 12$  hours

Total =  $63 + 12 = 75$  hours

**Grand total: 122 + 75 = 197 hours**

**c) Increased entitlement part way through the leave year.**

**How to calculate annual leave inclusive of Bank Holidays for an employee increasing their leave entitlement due to length of service**

Matthew works 30 hours per week but from 1st July, will have achieved 10 years service.

1. Take A/L entitlement appropriate to No of hours worked per week excluding bank holidays based on 29 days
2. Divide total by 12 (months in the year)
3. Multiply answer in point 2 by No of months worked on that entitlement
4. Repeat step 1 but using the annual leave entitlement for 33 days appropriate to the No of hours worked
5. Divide this number by 12 and multiple by the no of months at the higher entitlement
6. Add answer from point 3 and 5 together to give you the total.

**Please note the bank holiday entitlement remains the same.**





Appendix 6 – Purchasing additional annual leave scheme example calculations

1. Example one

- employee's basic annual salary is £25,000;
- requested in October with 6 months remaining in the annual leave year to repay the purchase of additional annual leave
- divide this figure by 52.14285, resulting in a weekly salary of £479.45;
- divide this figure by the number of working days in the week: i.e. in this case 5, giving a sum of £95.89;
- multiply £95.89 by 5, since the employee wishes to buy 5 working days additional annual leave, giving a sum of £479.45;
- divide this figure by 6 (months) to arrive at the amount that will be deducted from the employee's gross monthly salary, producing a figure of £79.91

2. Example two

- employee's basic annual salary is £12,000;
- requested in March with a full annual leave year to repay the purchase of additional annual leave
- divide this figure by 52.14285, resulting in a weekly salary of £230.14;
- divide this figure by the number of working days in the week: i.e. in this case 4, giving a sum of £57.54;
- multiply £57.54 by 2, since the employee wishes to buy 2 working days additional annual leave, giving a sum of £115.08;
- divide this figure by 12 (months) to arrive at the amount that will be deducted from the employee's gross monthly salary, producing a figure of £9.59

**Cambridgeshire & Peterborough CCG  
Annual Leave Policy and Procedure  
(including the purchase of additional annual leave)**

Appendix 7 – Request to Purchase Additional Annual Leave Form

Should an employee wish to request to purchase additional annual leave they must complete this form and forward it to their line manager for consideration.

Only employees with one or more year's recognised continuous service with the CCG can make such a request. The maximum amount of additional annual leave that an employee may 'purchase' in any one-leave year is 5 working days (pro rata for part-time staff).

An employee should note that by completing and submitting this form to request to purchase additional annual leave that, if approved, they must also submit an authorised P3 form to SERCO confirming the monthly sum to be deducted from their gross salary. Therefore the P3 constitutes consent to any applicable salary adjustment.

<b>Name of employee</b>	
<b>Job title and Band</b>	
<b>Directorate/Team</b>	
<b>Current working hours/pattern</b>	
<b>Date of joining C&amp;P CCG</b>	

I would like to apply to purchase [ ] days of additional annual leave (*please state the number of days you would like to purchase as working days and not calendar days*) at a total cost of £\_\_\_\_\_ to be paid in monthly deductions of £\_\_\_\_\_ from the gross salary.

I understand that if I opt to purchase additional annual leave that this will result in a reduction in my salary for the relevant leave year.

I understand that the decision to allow me to purchase additional annual leave is entirely at the discretion of the CCG.

Employee's signature:

Date:

Approved by (line manager):

Date:

**Please ensure SERCO Employment Services are notified of additional annual leave purchased via a P3 Staff Changes Form to make the appropriate deductions from salary.**

**A copy of this form should also be provided to the HR team for the employee personnel file.**