

Human Resources Policy No. HR50

Annual Leave & Public Holidays

(Medical Staff)

Additionally refer to
HR24 Maternity Leave
HR25 Adoption Leave
HR29 Special Leave
HR31 Managing Sickness Absence
HR41 Travelling Difficulties

Sponsor: Head of Human Resources in conjunction with Director of Corporate Affairs

Date agreed by LNC: January 2011

Date agreed by Board: March 2011

Date of next review: March 2015

Review Date extended March 2021

Version: 1

This Policy is currently under review. Continue to use this version until new policy is launched (expected 2024)

Contents

	Page Number	
Section 1	Introduction	3
Section 2	Scope	3
Section 3	Definitions	3
Section 4	Responsibilities	3
Section 5	Leave Year	4
Section 6	Annual Leave Entitlement	4
Section 7	Calculating the Entitlement on Joining/Leaving	6
Section 8	Calculating the Entitlement where the Annual Leave Entitlement changes during the Leave Year	7
Section 9	Calculating the Entitlement where the number of Pas/sessions change during the Leave Year	7
Section 10	Public Holidays	7
Section 11	Booking Annual Leave	8
Section 12	Carry Over of Annual Leave between Leave Years	9
Section 13	Sickness during Annual Leave	9
Section 14	Annual Leave during Sickness	9
Section 15	Accrual of Annual Leave during Unpaid Sickness, Maternity or Adoption Leave	10
Section 16	Accrual of Annual Leave during Any Other Unpaid Leave	10
Section 17	Banking Annual Leave (excluding Doctors in Training)	10
Section 18	Selling Annual Leave	10
Section 19	Extended Unpaid Leave	11
Section 20	Failure to Return from Leave	11
Section 21	Unauthorised Absence	12
Section 22	Withdrawal of Agreement to take Holiday	12
Appendix A	Example Annual Leave Request Form Consultants, Associate Specialists and Specialty Doctors	13
Appendix B	Annual Leave Request Form (Doctors in Training)	14
Appendix C	Sample local leave procedure	15
Appendix D	Request to Sell Annual Leave	16

1. INTRODUCTION

- 1.1 This policy sets out the Trust's arrangements for the approval of annual leave and public holidays. The policy incorporates and will be automatically updated by any amendments to national Terms and Conditions of Service for medical staff. Where there is any doubt, the national agreements will take precedence over this policy.
- 1.2 It is the policy of the Trust to ensure that staff have the opportunity to take the annual leave to which they are entitled within a framework that allows patient care to be delivered throughout the year.

2. SCOPE

- 2.1 This policy applies to **all** medical staff employed by the Trust. It does not apply to workers not employed by the Trust. The leave entitlements of staff not covered by this policy are as set out in their Statement of Principal Terms and Conditions of Employment.
- 2.2 In implementing this policy, Chiefs of Staff, Clinical Directors and Managers must ensure that all staff are treated fairly and within the provisions and spirit of the Trust's Equality & Diversity Policy (HR01). Special attention should be paid to ensuring the policy is understood when using it for staff new to the NHS or Trust.

3. DEFINITIONS

- 3.1 Paid Holiday – Annual Leave and Public Holiday paid leave entitlement as defined by the relevant Terms and Conditions of Service.
- 3.2 Statutory Minimum Leave – 28 days per year (including public holidays) in accordance with the Working Time Regulations (pro-rated for part-time workers)
- 3.3 Public Holidays – the national holidays per annum (usually eight) determined by the Government.
- 3.4 Unauthorised Absence – absence from work that has not been agreed or approved under the Trust's terms and conditions of employment.
- 3.5 Planned Leave – leave discussed, approved and booked between the member of staff and relevant Chief of Staff/Clinical Director/Manager.

4. RESPONSIBILITIES

4.1 It is the responsibility of the member of staff to:

- request annual leave in accordance with this policy and their local leave procedure, using the appropriate form;
- use their annual leave entitlement in accordance with this policy;
- take into account the service needs of the area when requesting annual leave;
- return from leave on time;
- contact the relevant Chief of Staff/Clinical Director/Manager as soon as possible if for any reason they are unable to return from holiday on the agreed date;
- submit their annual leave requests in good time for the approval to be given at least 6 weeks prior to the leave requested and before committing themselves to holiday plans; and
- to fulfil their on-call commitments using prospective cover arrangements.

4.2 In addition, it is the specific responsibility of doctors in training to:

- obtain the written agreement of colleague(s) to provide cover, swaps etc on the Annual Leave Request Form prior to submitting it for approval (see Appendix B).

4.3 It is the responsibility of all Chiefs of Staff/Clinical Directors to:

- ensure that all staff are aware of this policy and of their local leave procedure;
- draw up a local leave procedure (e.g. detail on how many staff can be off at any one time, whether there are any local requirements for set holidays, whether there is a need to specify times of the year when staff can and cannot take annual leave due to the needs of the service – a template is attached at Appendix C) and ensure all staff are aware of this;
- ensure that all annual leave is planned in a structured way in accordance with the needs of the service or area;
- ensure that clinical commitments are covered and NHS patients are not cancelled due to annual leave;
- ensure the reallocation of other staff as necessary (e.g. during Consultant annual leave the other medical, nursing and support staff attached to the Consultant clinic or list should be redeployed to other suitable work in accordance with their competence level);
- deal with all holiday requests fairly and equitably;
- wherever possible, to try to accommodate every individual's first choice for their first two weeks of annual leave in a year;
- refuse to approve requests for annual leave where approval would mean inadequate staffing levels to maintain the necessary levels of service;
- keep a record of individual annual leave entitlements and all annual leave approved;
- ensure that there is appropriate management control of annual leave in their service.

Chiefs of Staff/Clinical Directors may delegate some of these and other responsibilities set out within this policy to a named manager in the local leave procedure.

4.4 It is the responsibility of the medical administration team to:

- process the approved annual leave request, promptly updating individual leave records and other attendance recording systems.

5 LEAVE YEAR

5.1 The leave year for a Consultant, Associate Specialist or Speciality Doctor runs from the anniversary date of the individual's appointment to Trust.

5.2 The leave year for all other medical staff shall run from their incremental date or its anniversary where the practitioner has reached the maximum of the scale. Where there is no incremental progression the leave year shall run from the anniversary of the date of employment by the Trust.

6. ANNUAL LEAVE ENTITLEMENT

6.1 It is the Trust's policy that all paid holiday for medical staff is calculated in days.

6.2 All full time staff (where the full time hours for their staff group are 10 PAs or 40 hours per week) will have the following annual leave entitlement per annum:

	Annual Leave Days	Public Holidays*	Total Days
Consultants (new contract) with up to 7 years seniority	32	8	40
Consultants (new contract) with 7 or more years seniority	34	8	42
Consultants (old contract), and Non-Consultant Career Grades (Hospital Practitioners, Clinical Assistants, GPs with Special Interest)	32	8	40
Associate Specialists	32	8	40
Specialty Doctors and Staff Grades who have completed 2 years' service in the grade or who had an entitlement to 32 days annual leave per year in their immediately previous appointment	32	8	40
Specialty Doctors and Staff Grades who do not fall into the category above	27	8	35
Medical staff in training	25	8	33

* Please see Section 11.

6.3 A day is the equivalent of:

Consultants (new contract), Specialty Doctors, Associate Specialists, Staff Grades, Hospital Practitioners, GPs with Special Interest	2 PAs	For a day time PA this equates to 8 hours excluding meal breaks (calculated as 4 hours per PA) For a Premium Time PA this equates to 6 hours excluding meal breaks (calculated as 3 hours per PA)
Consultants (old contract)	2 sessions	7 hours excluding meal breaks (calculated as 3.5 hours per session)
Clinical Assistants	2 sessions	7 hours excluding meal breaks (calculated as 3.5 hours per session)
Medical staff in training	The rota commitment for that day	

6.4 For Consultant (new contract), Associate Specialist and Specialty Doctor posts, the full time contract is 10 Programmed Activities (PAs). For Consultant (old contract) posts, the full

time contract is 11 sessions. Members of staff working Additional Programmed Activities or additional sessions do not accrue additional entitlements to annual leave over and above the full time allocation set out above.

- 6.5 For members of staff working part time, the full time entitlement must be pro rated in accordance with their contracted PAs/sessions.
- 6.6 All proven NHS service is reckonable for the purposes of calculating the annual leave entitlement – regardless of the length of any breaks in that service.
- 6.7 All members of staff must take the equivalent of at least 28 days leave (including Public Holidays) each leave year – pro rated for joiners/leavers within the leave year and part-time staff. This is the statutory minimum requirement.

7. CALCULATING THE ENTITLEMENT ON JOINING/LEAVING

- 7.1 The entitlement for most new entrants/leavers will be calculated on the basis of one 12th of the annual entitlement for each completed month of employment in the leave year.
- 7.2 However, staff who join and/or leave with up to four completed months of service in the leave year are entitled to a paid holiday entitlement which is the better of their contractual annual leave and public holiday entitlement pro rated or their statutory entitlement pro rated.
- 7.3 The pro rated statutory entitlement is calculated as follows:

$$28^* \quad \times \quad \frac{\text{Number of calendar days of service in the year}}{365} \quad = \quad \text{Total statutory leave entitlement for member of staff *in days*^*}$$

* This includes public holidays.

Where necessary when calculating the leave entitlement, the calculation must be rounded up to the nearest 0.5 decimal point (i.e. the nearest half day) *at the end of the calculation only*.

- 7.4 If a member of staff leaves the Trust's employment, where possible the relevant proportion of their paid holiday entitlement should be taken prior their final day of employment. Where this is not possible, an adjustment to final pay will be made. Any leave taken in excess of the pro rata entitlement will be recovered.
- 7.5 Please refer to HR for advice on term time only or unusual contracts.

8. CALCULATING THE ENTITLEMENT WHERE THE ANNUAL LEAVE ENTITLEMENT CHANGES DURING THE LEAVE YEAR

- 8.1 Where the member of staff's entitlement to annual leave changes during the leave year (e.g. they move across the boundaries for 5 and 10 years NHS service) their paid holiday entitlement for the entire leave year must be re-calculated on the basis of one 12th of the annual entitlement for each complete month worked at the relevant annual leave entitlement.
- 8.2 Where changes occur mid-month, the paid holiday entitlement for that month should be recalculated based on the annual leave entitlement applicable for the majority of the month.
- 8.3 Where necessary when calculating the leave entitlement, the calculation must be rounded up to the nearest 0.5 decimal point (i.e. the nearest half day) *at the end of the calculation only*.

9. CALCULATING THE ENTITLEMENT WHERE THE NUMBER OF PROGRAMMED ACTIVITIES/SESSIONS CHANGE DURING THE LEAVE YEAR

- 9.1 Where staff change their number of Programmed Activities/ Sessions, this will result in a re-calculation of the paid holiday entitlement for the entire leave year on the basis of one 12th of the annual entitlement for each complete month worked on the relevant PAs/sessions (also refer to paragraph 6.4).
- 9.2 Where changes occur mid-month, the paid holiday entitlement for that month should be recalculated based on the PAs/sessions applicable for the majority of the month.
- 9.3 Where necessary when calculating the leave entitlement, the calculation must be rounded up to the nearest 0.5 decimal point (i.e. the nearest half day) *at the end of the calculation only*.

10. PUBLIC HOLIDAYS

- 10.1 There are eight Public Holidays in a normal leave year, although depending on the placement of the Easter holidays this can vary between six and ten. The dates of Public holidays can be identified annually by referring to direct.gov.uk. Public holidays fall as follows:
- New Year's Day
 - Good Friday
 - Easter Monday
 - May Day
 - Spring Bank Holiday
 - August Bank Holiday
 - Christmas Day
 - Boxing Day
- 10.2 For pay purposes, a Public Holiday starts and ends at midnight. Public Holiday payments will be made in accordance with the number of hours worked during this period.
- 10.3 Members of staff may be required to work on Public Holidays in accordance with their working pattern or rota.

- 10.4 In departments that normally close on Public Holidays, members of staff must either take that time as paid holiday (booked in the normal way and making the appropriate deduction of their normal PAs/sessions/rota commitments for that day from their Public Holiday entitlement) or, in agreement with their Chief of Staff/Clinical Director, work these PAs/sessions/rota commitments at an alternative time or place.
- 10.5 In departments that normally work on Public Holidays, members of staff wishing to take leave must make the appropriate deduction of their normal PAs/sessions/rota commitments for that day from their Public Holiday entitlement. The normal booking rules for the department will apply.

11. BOOKING ANNUAL LEAVE

- 11.1 All annual leave requests for Consultants, Associate Specialists and Speciality Doctors should be made in the manner relevant to each team, as set out in the local leave procedure. An example Annual Leave Request form can be found at Appendix A.
- 11.2 All annual leave requests for Doctors in Training must be made using the Annual Leave Request form at Appendix B.
- 11.3 All annual leave requests require the prior authorisation of the relevant Chief of Staff/Clinical Director. Leave will be allocated subject to departmental arrangements, and the timing of leave will be subject to departmental work pressures.
- 11.4 All requests for annual leave should be submitted in good time in accordance with the local leave procedure. Approval is required **at least 6 weeks prior to the commencement of leave**. It is essential that each leave request and its proposed cover arrangements are agreed with colleagues before submission of the leave application.
- 11.5 For doctors in training on rotations of 6 months or less with the Trust, the majority of all leave to be taken in a rotation must be booked within 4 weeks of commencement in each part of the rotation; it is preferable for **all** leave to be booked at an early stage in the rotation as late requests may not be agreed. As doctors in training may rotate between several employers during the course of a leave year, there is a Regional agreement that no annual leave is carried between employers. Additionally there is an understanding that, unless expressly agreed, no annual leave is carried between rotations within one employing Trust due to the complexities of the rotas, the requirements of prospective cover and the costs of employing locums.
- 11.6 Applications for leave at less than 6 weeks notice will be approved at the discretion of the Chief of Staff/Clinical Director, who will consider the circumstances leading to short notice. Normally, authorisation will only be granted in exceptional circumstances; where refused, the individual may appeal to the next level of management.
- 11.7 In exceptional circumstances and subject to suitable arrangements having been made (i.e. internal cover agreed for clinical commitments, at no detriment to patient services or additional cost to the Trust), Consultants, Associate Specialists and Speciality Doctors may take up to two days of their annual leave without seeking formal permission provided they notify their Clinical Director beforehand. However the relevant annual leave request form must still be completed in accordance with the local procedure.
- 11.8 Chiefs of Staff/Clinical Directors will authorise or refuse all annual leave requests within 2 weeks of receipt and promptly notify the member of staff of the decision. Where a request is refused, an explanation of the reason(s) will be given.

- 11.9 Approval is only formalised when the signed annual leave request form or a confirmation email is returned to the member of staff.

12. CARRY OVER OF ANNUAL LEAVE BETWEEN LEAVE YEARS

- 12.1 It is the Trust's normal expectation that members of staff will take their paid leave entitlement for the year within that year.
- 12.2 If staff have been prevented from taking their planned annual leave in the final three months of their leave year due to the demands of the service, they are entitled to carry over that annual leave into the following leave year.
- 12.3 At the individual's request and at the Clinical Director's discretion, staff may carry over annual leave equivalent to 10 days (pro rata for part timers) between leave years, to be taken before the end of the second month of the following leave year.
- 12.4 Any annual leave entitlement untaken at the end of the leave year will be lost unless paragraphs 12.2 or 12.3 apply.
- 12.5 In cases of long term sickness absence, please refer to the policy on Managing Sickness Absence.

13. SICKNESS DURING ANNUAL LEAVE

- 13.1 If sickness falls during a period of annual leave and the member of staff wishes to reclaim that annual leave for a later date, the sickness must be medically certified. The absence from work will be recorded as sickness from the date of the medical certificate, and the annual leave will be cancelled. The annual leave may be taken at a later date (within the same leave year) in accordance with the policy on Managing Sickness Absence.
- 13.2 Members of staff will not be entitled to an additional day off if they fall sick on a Public Holiday.
- 13.3 For further information please see the policy on Managing Sickness Absence (HR31).

14. ANNUAL LEAVE DURING SICKNESS

- 14.1 Where a member of staff is off sick and was due to take annual leave during that period, the planned annual leave can be converted into sick leave (in accordance with the Policy on Managing Sickness Absence) if the member of staff presents a medical certificate for the relevant period on return from sick leave.
- 14.2 Where a member of staff is off due to long term sickness and it would be financially beneficial for the individual to be able to take annual leave during that sickness absence, payment can be made in lieu of that holiday. Holiday must be requested and approved in line with the relevant departmental leave procedures. Sickness absence does not cease when such payment is made.
- 14.3 For further information please see the policy on Managing Sickness Absence (HR31).

15. ACCRUAL OF ANNUAL LEAVE DURING UNPAID SICKNESS, MATERNITY OR ADOPTION LEAVE

Please refer to the Managing Sickness Absence, Maternity and Adoption Leave policies.

16. ACCRUAL OF ANNUAL LEAVE DURING ANY OTHER UNPAID LEAVE

- 16.1 There is no entitlement to accrue either the statutory minimum or the contractual annual leave entitlement during extended periods of unpaid leave (i.e. during unpaid leave of one month or longer). This does not apply to short periods of Special Leave and occasional days of unpaid leave agreed by the Chief of Staff/Clinical Director.

17. BANKING ANNUAL LEAVE (Excluding Doctors in Training)

- 17.1 The Trust recognises that staff may wish to bank an amount of annual leave in the current leave year and carry it into the next – subject to taking the statutory minimum paid leave entitlement in each leave year.
- 17.2 In such circumstances, staff must discuss this with their Chief of Staff/Clinical Director as soon as possible, in order that this can be planned for. All applications to bank leave from an annual entitlement must be made by the end of month six of the leave year.
- 17.3 Applications will be considered in the light of the needs of the service and the leave booking arrangements of the area. Chiefs of Staff/Clinical Directors have discretion as to whether to grant the request.
- 17.4 Any annual leave remaining untaken at the end of the leave year in which the banked annual leave is requested or taken will be lost in the usual way.
- 17.5 Members of staff are not expected to apply to bank annual leave on a regular basis.
- 17.6 Chiefs of Staff/Clinical Directors will confirm in writing any agreed arrangements and retain a copy of this letter for the member of staff's personal file.

18. SELLING ANNUAL LEAVE

- 18.1 As taking annual leave is a health and safety issue, the Trust would prefer staff to use their entitlements as holiday as far as possible. However, subject to taking their minimum statutory holiday entitlement (currently 28 days including public holidays for full time staff (pro rata for part time staff and joiners / leavers during the year)), members of staff may apply to sell a proportion of their annual leave entitlement during the leave year.
- 18.2 All applications will be considered in the light of the needs of the service, the budget available to pay for the leave and the sickness absence record of the applicant. Chiefs of Staff/Clinical Directors have discretion as to whether to grant the request.
- 18.3 Applications to sell annual leave will only be considered during the first 9 months of the leave year. No annual leave may be sold during the last 3 months.
- 18.4 Once the decision to convert holiday into pay has been made it cannot be revoked for this holiday year. The decision does not affect future years' entitlements.

- 18.5 There is no obligation on any member of staff to convert leave in this way and the normal rules regarding carry forward will continue to apply. This means that staff should take all their leave before the end of the leave year. The arrangements for booking leave within teams are not amended by this new arrangement.
- 18.6 All annual leave sold will be paid at the basic rate of pay. The amount to be paid will be paid as a lump sum in the next available pay month. If overtime or unsocial hours payments are payable in respect of the additional day/s/hours worked, the calculation will be based on the normal basic rate of pay.
- 18.7 Any member of staff wishing to apply should complete the form at Appendix D.
- 18.8 Chiefs of Staff/Clinical Directors will inform the member of staff of their decision by completing the form and returning a copy to the member of staff within one month of receipt. A copy should be retained for the member of staff's personal file.

19. EXTENDED UNPAID LEAVE

- 19.1 The Trust recognises that staff may request extended unpaid leave in addition to their normal annual leave entitlement for reasons other than those covered in the Trust's Recognition Agreement or Special Leave Policy.
- 19.2 In such circumstances, staff must discuss this with their Chief of Staff/Clinical Director as soon as possible, in order that this can be planned for.
- 19.3 Applications will be considered in the light of the needs of the service and the leave booking arrangements of the area.
- 19.4 Members of staff may only take extended unpaid leave after their entitlement to paid leave has been exhausted.
- 19.5 Members of staff are not expected to apply for unpaid leave on a regular basis.
- 19.6 Chiefs of Staff/Clinical Directors will confirm in writing any agreed arrangements and retain a copy of this letter for the member of staff's personal file.
- 19.7 Chiefs of Staff/Clinical Directors will complete a Change of Circumstances form to confirm the arrangements and send a copy to Pay Services. Pay will be stopped from the next salary payment due after the period of extended unpaid leave.

20. FAILURE TO RETURN FROM LEAVE

- 20.1 In exceptional circumstances members of staff may be unable to return from leave on the date agreed. In such circumstances, the member of staff is expected to contact their Chief of Staff/Clinical Director as soon as possible to discuss the situation. Depending on the circumstances (flight delay, natural disaster, illness etc) and expected length of additional absence, they may be required to take additional leave from their paid holiday entitlement or take unpaid leave, time in lieu or special leave. Refer to the Travelling Difficulties policy (HR41).
- 20.2 Where a member of staff does not return from leave on the date agreed and has not made contact with their Chief of Staff/Clinical Director to discuss this, the absence will be treated as unauthorised.

21. UNAUTHORISED ABSENCE

- 21.1 Unauthorised absence is a breach of contract and will usually be regarded as gross misconduct. It will normally result in disciplinary action being taken against the member of staff – which could result in dismissal.
- 21.2 As unauthorised absence is unpaid, members of staff who take it will not be entitled to accrue an annual leave entitlement in relation to the period of unauthorised absence.

22. WITHDRAWAL OF AGREEMENT TO TAKE HOLIDAY

- 22.1 In *very rare and exceptional circumstances*, the Trust reserves the right to withdraw approval for annual leave should the needs of the service warrant it. Each case must be referred to Human Resources. Every effort will be made to minimise the inconvenience for the member of staff, including reimbursement for any unavoidable documented financial loss incurred in respect of their holiday expenses. The annual leave will be available to be taken in full at a later date at a time to be mutually agreed.
- 22.2 Staff who wish to cancel leave that has already been approved must refer as soon as possible to their Chief of Staff/Clinical Director, who has discretion as to whether to agree to the request. For medical staff, approval will not normally be given where it is not possible to (re-)instate or reallocate the session at no detriment to patient services or additional cost.

Example Annual Leave Request Form Consultants, Associate Specialists and Specialty Doctors

Applicant

Name:		Specialty:	
Grade:		SDU:	

Leave entitlement (Days):	Leave from (date):	Leave to (date):	Leave for this request (Days):	Leave remaining (Days):

Please give the name of the colleague(s) who has agreed to cover your duties:

Name of Covering Colleague(s):	Duties being covered:

Does your leave mean that service changes may be required? Please detail the date and time and which services are affected (e.g. Outpatients, Theatres, Diagnostics, Other Departments etc):

Signature of applicant: Date:

Please ensure this form reaches the Chief of Staff/Clinical Director in good time for approval to be given at least 6 (six) weeks prior to the leave requested

Chief of Staff/Clinical Director

I do / do not (please delete as appropriate) approve this annual leave request. If the request is refused, the reasons are as follows:

Inadequate notice has been given
 Approval would mean inadequate staffing levels to maintain the service

Other:

Signature: Date:

Please process this annual leave request and return to the applicant within 2 (two) weeks of receipt

Annual Leave Request Form - Doctors in Training

Applicant

Name:		Grade:	
Division:		SDU:	
Specialty:		Site:	
Bleep No:		Email address for confirmation of leave:	

Leave entitlement (Days):	Leave from (date):	Leave to (date):	Leave for this request (Days):	Leave remaining (Days):

Cover Arrangements

Please give the name of the colleague(s) covering your day time and out of hours duties and ensure they sign the form to indicate their agreement. **Please also ensure you also complete a SWAP form for emergency/out of hours duties.**

Date:	Cover required (e.g. emergency, ward):	Start time:	Finish time:	Name of colleague covering:	Signature of colleague covering:

Signature of applicant: Date:

Please ensure this form reaches the Chief of Staff/Clinical Director in good time for approval to be given at least 6 (six) weeks prior to the leave requested

Rota Co-ordinator (Clinician)

Is this leave appropriate given the needs of the service and the local leave procedure? *Please do not indicate that leave is appropriate where inadequate notice has been given or where approval would mean inadequate staffing levels to maintain the service.*

Yes / No (please delete) Signature: Date:

Please ensure this form reaches the Chief of Staff/Clinical Director for approval to be given at least 6 (six) weeks prior to the leave requested

Chief of Staff/ Clinical Director

I do / do not (please delete as appropriate) approve this annual leave request. If the request is refused, the reasons are as follows:

Signature:	Date:
------------------	-------------

Please process this annual leave request and return to the applicant within 2 (two) weeks of receipt

Date received	Cover arranged, signature obtained	Rota updated	Leave recorded and confirmed to applicant

Sample Local Leave Procedure

XX Service – Annual Leave Procedure

General

1. Full details of the general rules regarding annual leave are set out in the Trust's Annual Leave and Public Holidays policy for medical staff (HR50). Please note that you must not take leave that has not been authorised as set out below and that you must ensure that you take all your holiday in the leave year.
2. Before you request annual leave, check the leave arrangements already agreed for your team. Where several people want the same time as leave, e.g. school holidays and Christmas, it may not be possible to agree your request.
3. Please request annual leave to NAME/JOB TITLE using the approval form/e-rostering system. It will act as a record of your remaining leave and authorised holiday.
4. These rules are to be used wherever possible; there will always be exceptional circumstances where they can't be applied to the letter and odd days may be acceptable on occasion, but must be agreed in advance with your Chief of Staff/Clinical Director (or nominee).
5. You are responsible for ensuring your colleagues are able to cover your workload, act as a contact for your patch or take your calls for short periods. When absent for a period, please ensure your e-mails are automatically forwarded to a colleague in your team for action, rather than leaving the sender waiting for your return.

Consultants

- No more than x to be on leave, including study leave, at any time
or
- At least x to be on duty

Associate Specialists

- No more than x to be on leave, including study leave, at any time
or
- At least x to be on duty

Specialty Doctors

- No more than x to be on leave, including study leave, at any time
or
- At least x to be on duty

ETC

Request to Sell Annual Leave

For completion by Employee

Employee Name	Job Title
Department	Division
Payroll Number	
Chief of Staff/Clinical Director's Name	
Normal Leave Entitlement in Days (including/excluding bank holidays) <i>Delete as appropriate</i>	
Details of Request	
For the leave year ____/____ I wish to sell hours annual leave.	
<p>I understand that approval of the sale of my annual leave is at the discretion of my Chief of Staff/Clinical Director and in accordance with Trust policy. I understand that I will forego these days from my annual leave entitlement and that payment will be made at my basic daily rate of pay (excluding payments for additional activity or enhancements). This will be paid to me in a lump sum (normally in the next available pay month), which will not be pensionable but will attract tax and national insurance contributions. I understand that should I leave part way through the leave year, a re-calculation of my annual leave will be undertaken. If I have sold more than my entitlement, I will be required to repay any over payment from my final salary.</p>	
Signed Date	

For Completion by Chief of Staff/Clinical Director	Please tick one box only
I agree to the request for selling annual leave as set out above	<input type="checkbox"/>
I do not agree to the request for selling annual leave as set out above. The reasons are as follows:	<input type="checkbox"/>
I have discussed this with the employee and explained why I have declined the request.	<input type="checkbox"/>
Signed Date	

***A copy of this form must be retained on personal file.
A copy of this form must be given to the employee.
Where the request is agreed a copy must be sent to pay services to action the request.
Where a request is declined a copy of this form must be sent to your HR Advisor.***

FOR OFFICE USE ONLY	
ACTIONED BY: Payroll <input style="width: 150px; height: 20px;" type="text"/>	Date <input style="width: 150px; height: 20px;" type="text"/>