



## Annual Leave Policy

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## 1. Aims and Objectives

- 1.1 South East Coast Ambulance Service NHS Foundation Trust (the Trust) recognises that an important component of work-life balance is the ability for colleagues to rest and recuperate to ensure both their well-being and their effectiveness when at work. As such, the Trust is committed to ensuring that colleagues have the opportunity to take their annual leave and will encourage managers to ensure that the workload does not prevent this, taking into account the service delivery needs of the Trust.

## 2. Scope

- 2.1. This policy applies to all colleagues employed by the Trust, unless there are separate arrangements under a recognised TUPE transfer process or where colleagues are employed under medical and dental contracts, whereby should refer to their terms and conditions of employment.
- 2.2. Agency workers who meet the 12-week qualifying period will receive the same entitlement as an employee and should request annual leave in the same way, in line with the Agency Worker Regulations, 2011.
- 2.3. Bank colleague's annual leave allocation will be in-line with their individual Bank Agreement. Bank colleagues will have their annual leave recorded on GRS to ensure that the Trust has accurate records, however, this will not form part of any annual leave abstraction levels. Bank colleagues should refer to section 9.1.

## 3. Definitions

- **Statutory Annual Leave** - 5.6 weeks' paid holiday (statutory annual leave) a year. Your 5.6 weeks' legal minimum holiday is usually made up of: 20 days = 4 weeks. + 8 days (bank holidays) = 1.6 weeks (pro-rata for part-time colleagues).
- **GRS** – Global Rostering System.
- Where line managers are referred to in this document, this also includes the Scheduling team who have equivalent authority for managing time for operational colleagues.

## **4. Principles**

- 4.1. To ensure a fair allocation of leave, which will provide consistency and equity, each department/ service area will define their arrangements and communicate this to all relevant colleagues. This may include special arrangements to maintain service provision. Colleagues should refer to departmental abstraction agreements. (Operational colleagues should refer to Appendices A & B, CCP colleagues should refer to Appendix C).
- 4.2. The Trust has a duty of care to ensure annual leave can be taken regularly throughout the year and that colleagues are given the opportunity to take their full annual leave entitlement.
- 4.3. Annual leave entitlements will be calculated in hours for all colleagues, inclusive or exclusive of public holidays, dependant on service area.
- 4.4. Colleagues who are contracted on a dual role contract/ additional assignment should aim to that they take their annual leave equitably between each contract.
- 4.5. We recommend that colleagues do not commit to annual leave plans until requests have been authorised. The Trust is not responsible for any costs incurred by colleagues whose annual leave plans are not authorised. Leave booked without colleagues obtaining prior approval, is unlikely to be granted retrospectively.
- 4.6. It is recognised that it may be necessary to limit annual leave in order to sustain services during extreme exceptional circumstances. In such cases, the HR Business Continuity Policy may be enacted.
- 4.7. Annual leave can be requested 15 whole calendar months in advance, the 1<sup>st</sup> of the month is the reset date, eg you can request leave on 1<sup>st</sup> January – for the following 15 calendar months which would include up to 31<sup>st</sup> March the following calendar year, 1<sup>st</sup> March would include up to 30<sup>th</sup> June.
- 4.8. Pre- agreed annual leave for new starters in the Trust will be honoured (outside of the agreed departmental abstraction agreements).

## **5. Roles and Responsibilities**

### **5.1. Colleagues**

5.1.1. Wherever possible colleagues are encouraged to regularly take annual leave and aim to take their full annual entitlement in the leave year in which it is accrued.

5.1.2. All colleagues are required to:

- Apply for leave via the Trust procedure and using the relevant software system.
- Bring issues with leave to the attention of the line manager.
- Understand the leave balance and managing that balance with the need to comply with the Working Time Regulations.

## **5.2. Managers**

5.2.1. Managers should proactively encourage colleagues to regularly take their leave within the leave year, in order that they benefit from the rest it provides.

5.2.2. All managers are required to:

- Ensure that annual leave is managed in accordance with this policy and dept/ service area agreed operating procedure.
- Define and share with their team/ service area the maximum annual leave allocation levels within their service area, particularly at peak holiday/ demand times, ensuring annual leave does not cause undue service disruption.
- Ensure there is an open and transparent system in place for each team/ service area for requesting annual leave. Not unreasonably refusing requests for annual leave, including part days/ shifts. Where a refusal of leave is necessary, the manager will explain to the colleague the reasons for refusal.
- Respond to colleagues' request for annual leave in an appropriate and timely manner. Generally, this should be no later than 7 calendar days after receipt of the request, unless it is a short notice request for leave which should be responded to as soon as possible.

## **5.3. Human Resources**

- Keeping this policy up to date and compliant with employment legislation, national terms and conditions and best practice.
- The HR Recruitment Department will request Inter Agency Transfers (IAT) to verify reckonable service for the purpose of aggregated annual leave entitlement.
- Providing advice and guidance on the application of this policy and procedure. Human Resources will advise on sickness carry-over rules as part of the support during sickness absence reviews.

## 6. Annual Leave and General Public/Bank Holiday Entitlement

- 6.1. The annual leave year for all colleagues will run from 1<sup>st</sup> April to 31<sup>st</sup> March each year.
- 6.2. If your employment begins after the start of the leave year, or your employment ceases before the end of the leave year, you will receive an adjusted proportionate amount of paid annual leave according to your completed days of service in the leave year.
- 6.3. Annual leave will be allocated at the Agenda for Change levels illustrated below and will be pro-rata for part time colleagues, (see Appendix D).

Length of Service *	Annual Leave	Calculated in Hours	Public Holidays
On appointment	27	202.5	8 (60 hours)
After five years' service	29	217.5	8 (60 hours)
After ten years' service	33	247.5	8 (60 hours)

\*Service is aggregated NHS service, regardless of breaks in service.

- 6.4. Where the colleague's annual leave entitlement changes, leave will be recalculated. These provisions apply to temporary changes to contracted hours as well as permanent.
- 6.5. Annual leave entitlement will be recalculated in the event of additional general public holidays within a particular leave year.
- 6.6. For the purpose of calculating annual leave entitlement, a colleague's aggregated previous service with a NHS employer counts for all calculations towards entitlement to annual leave, pro rata for part-time service. In circumstances where it is not possible for the Trust to confirm previous NHS service through an Inter-Agency Transfer (IAT), final responsibility sits with the colleague to provide satisfactory evidence of reckonable service if they wish for this to be reflected in their annual leave entitlement.

## 7. Rostered Working on a Public Holiday/ Bank Holiday

- 7.1. Colleagues who are rostered to work during a public holiday should refer to the Trust's Time off in Lieu (TOIL) Policy.

## **8. Pay During Annual Leave & Public/ Bank Holidays**

- 8.1. Pay during annual leave will include regularly paid supplements, including any recruitment and retention premia, payments for work outside normal hours and high-cost area supplements, as applicable.
- 8.2. For pay purposes, a public holiday period is defined as midnight to midnight.

## **9. Overtime Payments and Pay During Annual Leave**

- 9.1. In line with the 2017 National Ambulance Service joint agreement and the March 2021 Collective Agreed Framework in relation overtime and holiday pay, the following will be included within the calculation of the holiday pay:
  - Regular voluntary or planned overtime.
  - Non-voluntary overtime that has been incurred as a result of an unavoidable/unplanned (enforced) event, where colleagues are dispatched to a late incident or an incident that takes them over their scheduled shift end time, take an emergency or urgent call which they cannot walk away from at the planned end time for their shift; or whom have worked through their shift without an unpaid break and thus resulted in a forced 'over-run' within their planned hours for that shift.
- 9.2. In the event a colleague chooses time off in lieu of payment for overtime worked, no further payment will be included in the calculation of holiday pay.

## **10. Time Off for Religious Observance**

- 10.1. Colleagues wishing to take time off to observe religious festivals can request these times as annual leave, request to swap UK public holidays with an alternative specified date(s) or consider making an application under the [Flexible Working Policy](#) for a temporary change to their working pattern for these periods. Managers are encouraged to strongly consider any requests taking into account the Equalities Act 2010.

## **11. Sickness During Annual Leave/ Annual Leave During Sickness Absence**

- 11.1. If a colleague falls sick whilst on annual leave, they should follow the appropriate notification and certification procedure, in line with the [Managing Health and Attendance Policy](#). The medically certificated

days of absence will be treated as sickness absence, allowing the colleague to request the annual leave at another time.

- 11.2. Uncertified sickness while on annual leave will remain as annual leave.
- 11.3. During long term sickness absence, colleagues are able to identify and agree with their manager a period of the sickness absence episode as annual leave and receive appropriate payment for that period. The above will not be imposed on the colleague.
- 11.4. Colleagues should not engage in any activities inconsistent with the nature of their illness or which may impede recovery. You may therefore be asked to attend Occupational Health to check that it is safe for you to take leave before a request for leave is authorised.
- 11.5. To ensure that appropriate payment is made in relation to section 11.3, managers should record the annual leave within GRS.

## **12. Annual Leave During a Period of Suspension**

- 12.1. The Trust will honour annual leave which has been authorised prior to or during suspension.
- 12.2. Where annual leave is taken during the suspension period the conditions of suspension will remain in place, except that the colleagues will not be expected to be available to attend meetings.
- 12.4. Annual leave will continue to be accrued during the suspension period. The colleague is responsible for ensuring any outstanding annual leave is requested during the relevant annual leave year and the usual rules apply in relation to carry over of annual leave as outlined in section 16.

## **13. Annual Leave and Maternity/ Adoption/ Shared Parental Leave**

- 13.1. Your annual leave and public holiday entitlement will continue to accrue while you're on maternity, adoption, co-parent or shared parental Leave.
- 13.2. It may be beneficial for you to take the unused annual leave and public holidays before and/or after the agreed leave period. This should be discussed and agreed with your line manager.
- 13.3. If you return to work too close to the end of the annual leave year to take all your holidays, speak to your manager about carrying forward any remaining days that exceed normal carry over provisions (see



section 16.). Payment in lieu as an alternative to carry over may be considered.

## **14. Annual Leave and Annualised Hours**

- 14.1. Annual leave and Bank holiday entitlement will be included within the yearly working hours total and must be requested in line with this policy.
- 14.2. Annual leave for annualised hours colleagues will not form any part of the agreed annual leave levels.

## **15. Cancelling Authorised Annual Leave**

- 15.1. If a colleague decides they no longer wish to take annual leave that has been authorised, they must cancel via email to their line manager/ scheduling). Annual leave is not transferrable between individual colleagues.

## **16. Carry Over of Annual Leave**

- 16.1. Colleagues may normally carry over remaining annual up to their weekly contracted hours (maximum 37.5 hours) to the following leave year. All carry-over hours must be taken within the next annual leave year.
- 16.2. Where the worker is unable to take some or all of their holiday as a result of a period of maternity, paternity, adoption or shared parental leave they are entitled to carry-over that untaken holiday into the following leave year.
- 16.3. Where the worker is unable to take some or all of their statutory holiday as a result of a period of sickness, they are entitled to carry-over that untaken statutory holiday (4 weeks) minus any contractual annual leave already taken into the following leave year, provided it is taken within 18 months of the end of the leave year to which it relates. Human Resources will advise on sickness carry-over rules during sickness absence reviews/ formal absence meetings.
- 16.4. The Trust will also consider carry over where:
  - a planned extended holiday is requested. Under these circumstances it will be the responsibility of the appropriate senior manager to authorise any additional carry forward amount.
  - The employer has not given the worker a reasonable opportunity to take their statutory leave and encouraged them to do so.
  - due to the enactment of the [Business Continuity Policy \(Human Resources\)](#). The remaining amount should be taken within the next

leave year (provided the conditions which triggered the implementation are over).

- 16.5. Any outstanding annual leave which is not carried forward will be lost and removed from the balance at the beginning of the new leave year.

## **17. Requests for Unpaid Leave**

- 17.1. Where colleagues wish to request additional unpaid leave, consideration should be made as to whether other Trust policies may apply.
- 17.2. In cases where unpaid leave is requested and falls outside of the remit of other Trust policies, consideration will be made on an individual basis. In most circumstances unpaid leave should not be approved where there is annual leave entitlement unused. Unpaid leave request will be considered by the senior manager..
- 17.3. Where unpaid leave has been granted, the Line Manager must complete a Staff Changes Form to notify the HR Service Centre of the period of unpaid leave, so that this can be deducted in a timely manner from the colleague's salary. When unpaid leave is agreed, managers are required to record the duration of the leave on GRS.

## **18. Unauthorised Leave**

- 18.1. Any leave taken without authorisation will be considered unauthorised absence. With notice, The Trust reserves the right to withhold payment or deduct from a colleague's salary payment for all periods of unauthorised absence.
- 18.2. The Trust also reserves the right to take action under its Disciplinary Policy.

## **19. Buying and Selling of Annual Leave**

- 19.1. There are times when the Trust may offer the buying and selling of annual leave.
- 19.2. Colleagues selling annual leave will be limited to 37.5 hours (pro rata for part time colleagues), for full leave weeks that have previously been authorised and will be brought back at flat rate. Within this context the Trust will not buy back annual leave that has yet to be authorised.

- 19.3. Sold annual leave will result in a reduction to the total leave entitlement. The authorising manager must ensure the decrease in total annual leave hours is recorded on GRS.
- 19.4. Colleagues buying additional annual leave, up to 37.5 hours (pro rata for part time colleagues) will require the approval of the Senior Manager (Band 8b and above) who will consider the potential impact on service delivery. Advice can be sought from HR where rejection is being considered.
- 19.6. The additional annual leave will be added to the colleagues' normal annual leave entitlement and will be authorised in the same way as normal annual leave requests. Leave bought must be taken within the leave year; the leave cannot be sold back to the organisation at a later date.
- 19.7. Colleagues who request to buy extra annual leave entitlement will have their annual salary reduced by the number of hours bought, and this deduction will be spread evenly across each month's salary, e.g. 37.5 hours salary will be recovered over a 12-month period.
- 19.8. Although it is envisaged that these requests will be infrequent, on occasions colleagues may request to bring forward annual leave, from the following annual leave years entitlement (up to 37.5 hours, pro rata for part time colleagues), into their current leave year. It will be the responsibility of the appropriate Senior Manager (Band 8b or above) to consider such requests and authorise as appropriate. Where agreed, the following years annual leave entitlement will be reduced to reflect this.

## **20. Leaving the Trust's Employment**

- 20.1. Line managers should support colleagues with taking any outstanding annual leave where service provisions allow, however if the colleague is unable to take their outstanding annual leave, payment will be made in their final salary. The Trust reserves the right to refuse requests for leave received during notice periods.
- 20.2. Outstanding leave will be calculated on entitlement for each completed hour worked in the current leave year. The volume of leave will be adjusted to include any authorised and untaken carry over leave.
- 20.3. Colleagues entitled to the pre-1986 'frozen' annual leave agreement should refer to HR Service Centre.
- 20.4. Where annual leave taken prior to leaving employment exceeds a colleague's pro rata entitlement for that annual leave year, the Trust will deduct the equivalent of the payments for such additional days

from the colleague's final salary payment. This principle will also apply to public holiday hours taken in excess for the pro rata entitlement at the time of leaving.

- 20.5. The Trust reserves the right to recover accrued annual leave pay from colleagues who leave the Trust without giving due notice or where the final salary does not cover the recovery of excess annual leave taken. In such cases an invoice will be raised and sent to the colleague for payment.
- 20.6. Managers must ensure that the termination notice includes detail of any annual leave to be paid or recovered in the final salary.

## **21. Fraud**

- 21.1. Where it is suspected that an individual has failed to take sufficient annual leave to cover the period of absence (except where the balance of the working day has been made up by alternative type of authorising absence for example, TOIL) a referral may be made to the Local Counter Fraud Specialist (LCFS) for investigation in accordance with the Trust's Anti-Fraud and Bribery Policy.

## **22. Monitoring Compliance**

- 22.1. The HR SLT is responsible for monitoring compliance with this policy. Human Resources (HR) will monitor the application of the policy and procedure through feedback from staff and managers. Feedback, legislature and changes to terms and conditions will be used to inform and improve policies, as well as provide recommendations for improving working practices. HR will provide relevant reports, based on this data, as required.
- 22.2. Monitoring of all annual leave will be via GRS.

## **23. Audit and Review (evaluating effectiveness)**

- 23.1 All policies have their effectiveness audited by the HR SLT at regular intervals, and initially six months after a new policy is approved and disseminated.
- 23.2 Effectiveness will be reviewed using the tools set out in the Trust's Policy and Procedure for the Development and Management of Trust Policies and Procedures (also known as the Policy on Policies).
- 23.3 This document will be reviewed in its entirety every three years or sooner if new legislation, codes of practice or national standards are

introduced, or if feedback from employees indicates that the policy is not working effectively.

- 23.4 All changes made to this policy will go through the governance route for development and approval as set out in the Policy on Policies.

## **24. Associated Documentation**

- [Working Time Directive Policy](#)
- [Overtime Policy](#)
- [Flexible Working Policy](#)
- [Meal Break Policy](#)
- [Disciplinary Policy](#)
- [Anti-Fraud and Bribery Policy](#)
- [E-expenses Policy and Procedure](#)
- TOIL Policy
- [Employment Break Policy](#)
- Family Friendly Policy
- [Special Leave Policy](#)
- [Annualised Hours Procedure](#)
- [Managing Health and Attendance Policy](#)
- [Business Continuity Policy \(Human Resources\)](#)

## **25. References**

- [NHS Terms and Conditions of Service Handbook](#)
- [Working Time Regulations](#)

## **26. Financial Checkpoint**

- 26.1. To ensure that any financial implications of changes in policy or procedure are considered in advance of document approval, document authors are required to seek approval from the Finance Team before submitting their document for final approval.
- 26.2. This document has been confirmed by Finance to have no unbudgeted financial implications.

## **27. Equality Analysis**

- 27.1. The Trust believes in fairness and equality, and values diversity in its role as both a provider of services and as an employer. The Trust aims to provide accessible services that respect the needs of each individual and exclude no-one. It is committed to comply with the Human Rights Act and to meeting the Equality Act 2010, which identifies the following nine protected characteristics:

Age, Disability, Race, Religion and Belief, Gender Reassignment, Sexual Orientation, Sex, Marriage and Civil Partnership and Pregnancy and Maternity.

- 27.2. Compliance with the Public Sector Equality Duty: If a contractor carries out functions of a public nature then for the duration of the contract, the contractor or supplier would itself be considered a public authority and have the duty to comply with the equalities duties when carrying out those functions.

## Appendix A

### Operations Directorate Standard Operating Procedure

#### 1. Introduction

- 1.1. This procedure sets out the arrangements which will apply to all operational colleagues (as defined in section 2 below) for the booking and authorisation of annual leave to ensure leave allocation is completed in a fair and transparent way.
- 1.2. This procedure aims to balance the needs of the individual colleague with the operational and business demands faced by the Trust.

#### 2. Scope

- 2.1. Operational colleagues will include:
- Accident & Emergency Staff
  - Integrated Care (EOC/ 111) Staff

#### 3. Annual Leave Allocation

- 3.1. SECAMB operational colleagues have 60 hours Public Holiday Leave (PHL), pro-rata, added to their leave entitlement at the beginning of each leave year.

Length of Service	Allocation
On appointment	262.5 hours (inc 60hrs PHL)
After five years' service	277.5 hours (inc 60hrs PHL)
After ten years' service	307.5 hours (inc 60hrs PHL)

- 3.2. In order to ensure that the Trust has sufficient resources to meet the anticipated operational demand and is able to balance the needs of colleagues, annual leave for:

- Operational colleagues will be authorised in line with the levels set out in **Appendix B**.
- CCP colleagues will be authorised in line with **Appendix C**.

3.4. Annual leave levels for each team, outlined in **Appendix B**, should be adjusted as required and on at least a monthly basis to reflect the actual WTE staff within each team. Changes to staff numbers must be authorised by the Operating Unit Manager (OUM) or comparable senior manager (minimum Band 8b) for the area/team. **Appendix B** will be published on the Zone for all colleagues to view.

3.5. There are times when we will need to amend the annual leave levels, to meet the operational demands placed upon the Trust. Under these circumstances the amended annual leave levels will be agreed in partnership at the Joint Partnership Forum and will be communicated throughout the Trust.

## **4. Annual Leave Requests**

4.1. All annual leave requests must be made via the Trust's computerised rostering system Global Rostering System (GRS) using the web interface, which will ensure that all requests are date and time stamped and will be authorised in a chronological manner.

4.2. The Trust recognises that there are times when colleagues need to arrange annual leave further in advance than the agreed schedule, i.e. to enable them to attend special family events. Under these circumstances it will be the responsibility of the appropriate senior manager to agree such arrangements with the colleague and scheduling team. Any agreement made by the senior manager must be included within the normal levels and confirmed in writing to both the colleague and scheduling team.

4.3. Annual leave requests sent to the local scheduling team via GRS web will be processed within 7 calendar days of receipt of the request.

## **5. Cancelling Pre-authorised Annual Leave**

5.1. If a colleague chooses to cancel annual leave within 28 days and their shift isn't available, they will be allocated an available relief shift.

5.2. If a colleague decides they no longer wish to take annual leave that has been authorised, they must cancel it with the scheduling team. This will enable other colleagues to be considered for any outstanding annual leave requests. Scheduling must check for previously refused leave and contact in chronological order the colleagues who had been previously refused.

## Appendix B

Team number (actual WTE hours excluding Annualised hours staff)	Highest number in team	Leave ratio	A/L assumed at max entitlement	A/L Hrs required for the Year @ 307.5Hrs entitlement	A/L Hrs required per Week (set at 50 weeks not 52) for max leave allowance of 307.5hrs	Proposed annual leave total hours per week	WTE / Wk (rounded up if greater than .5 half, rounded down if less than .5)	Max People Per Day (means any given day not each day of the week, cannot exceed weekly hours total)	Max TOIL Hours Abstraction allowance per week	Maximum per day off with TOIL
1 to 7	7	1.00	307.5	2152.5	43.05	46	1	1	11.5	1
8 to 14	14	2.00	307.5	4305	86.1	92	2.00	2.00	23	1
15 to 21	21	3.00	307.5	6457.5	129.15	138	3.00	3.00	34.5	1
22 to 28	28	4.00	307.5	8610	172.2	184	4.00	4.00	46	1
29 to 35	35	5.00	307.5	10762.5	215.25	230	5.00	5.00	57.5	1
36 to 42	42	6.00	307.5	12915	258.3	276	6.00	6.00	69	1
43 to 49	49	7.00	307.5	15067.5	301.35	322	7.00	7.00	80.5	1
50 to 56	56	8.00	307.5	17220	344.4	368	8.00	8.00	92	2
57 to 63	63	9.00	307.5	19372.5	387.45	414	9.00	9.00	103.5	2
64 to 70	70	10.00	307.5	21525	430.5	460	10.00	10.00	115	2
71 to 77	77	11.00	307.5	23677.5	473.55	506	11.00	11.00	126.5	2
78 to 84	84	12.00	307.5	25830	516.6	552	12.00	12.00	138	2
85 to 91	91	13.00	307.5	27982.5	559.65	598	13.00	13.00	149.5	2
92 to 98	98	14.00	307.5	30135	602.7	644	14.00	14.00	161	2
99 to 105	105	15.00	307.5	32287.5	645.75	690	15.00	15.00	172.5	3
106 to 112	112	16.00	307.5	34440	688.8	736	16.00	16.00	184	3
113 to 119	119	17.00	307.5	36592.5	731.85	782	17.00	17.00	195.5	3
120 to 126	126	18.00	307.5	38745	774.9	828	18.00	18.00	207	3
127 to 133	133	19.00	307.5	40897.5	817.95	874	19.00	19.00	218.5	3
134 to 140	140	20.00	307.5	43050	861	920	20.00	20.00	230	3
141 to 147	147	21.00	307.5	45202.5	904.05	966	21.00	21.00	241.5	3



## **Appendix C**

### **Standard Operating Procedure for Critical Care Operating Unit**

The Critical Care Operating Unit run a team based regional rota which allows for critical care cover in 10 locations. Annual leave for critical care paramedics and critical care team leaders will be planned against this regional team and not on geographical location. This approach prevents a whole team being off for the same period of time. There are 7 teams each hosting 11 CCPs allowing for 65.7h per week.

## Appendix D

### Annual Leave Calculation for Part-time Hours

#### Part time colleagues with no previous NHS service working a full leave year

The example calculation listed below is for a part time employee working 16 hours per week with no previous NHS service for a full leave year of twelve months (April – March).

A standard working day will be based on 7.5 hours per day. This should be used for both annual leave and bank holiday calculations.

A full time (1.0 whole time equivalent) is 37.5 hours per week.

#### Step one

Firstly, you will need to work out the whole time equivalent for the colleague.

#### Calculation

Number of working hours (16) divided by full time hours (37.5) equals the whole time equivalent (0.43).

$$16 / 37.5 = 0.43$$

0.43 is the whole time equivalent for an individual working 16 hours per week.

#### Step two

Now you need to multiply the whole time equivalent by the full-time annual leave entitlement to get the part time leave entitlement. An individual working full time with no previous NHS service is entitled to 202.50 annual leave hours.

#### Calculation

Whole time equivalent (0.43) multiplied by full time annual leave entitlement (202.50) equals the part time leave entitlement (87.10).

$$0.43 \times 202.50 = 87.10$$

87.10 is the number of annual leave hours an individual working 16 hours per week with no previous NHS service is entitled to.

#### Step three

Now you need to work out the bank holiday entitlement.

The standard number of bank holidays within one leave year is usually eight. This will need to be checked to ensure it is correct each year as Easter can sometimes

fall early meaning there are less bank holidays in one leave year than another. There may also be additional bank holidays specific to that leave year.

An employee working full time 37.5 based on eight bank holidays would be entitled to a total of 60 hours bank holiday entitlement.

**Calculation**

Whole time equivalent (0.43) multiplied by full time bank holiday entitlement (60) equals the part time bank holiday leave entitlement (26).

$$0.43 \times 60 = 26$$

26 is the number of bank holiday hours an individual working 16 hours per week will be entitled to.

**Step four**

The final step is to calculate the full leave entitlement for a colleague.

**Calculation**

Add the annual leave (87.10) and bank holiday hours (26) together to get the full leave entitlement for this employee (113.10).

$$87.10 + 26 = 113.10$$

113.10 hours is the leave entitlement.