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10th June 026
Internal Reference: 260527
Email:

Dear ,

Thank you for your request for information, which we received on **22/05/2026**.
We have considered your request under the Freedom of Information Act 2000.
Please ensure you quote the Internal Reference number above in any future correspondence.

Your Request and our Formal Response

Please can you confirm the Trust's policy and practice regarding the payment of annual leave for staff working a permanent nights-only rota, specifically in relation to unsocial hours enhancements?

In particular:

- When annual leave is taken, is unsocial hours pay applied based on the shifts the staff member would have been scheduled to work, including night shift enhancements?

For colleagues working a permanent nights-only rota, annual leave is paid in accordance with the relevant NHS Terms and Conditions provisions. Where annual leave falls on a pre-planned rostered shift, the applicable unsocial hours enhancement for that shift, including any night shift enhancement, will be paid.

Under Annex E, unsocial hours payments during periods of annual leave are normally calculated based on the employee's established rota pattern. Where an employee does not work a fixed rota pattern, the payment is calculated using the unsocial hours worked during the previous 13-week reference period.



- How are “relief” shifts (i.e. shifts not yet formally allocated but rostered as working days) treated when annual leave is booked over these dates?

Where annual leave is booked on a relief shift that has not yet been formally allocated, the leave will be paid at the applicable average unsocial hours rate for that shift.

In line with Annex E, this rate is normally determined by the employee's established rota pattern. Where an employee does not have a fixed rota pattern, the unsocial hours element is calculated based on the unsocial hours worked during the previous 13-week reference period.

- In such cases, is the relief shift paid at:
 - the unsocial hours rate aligned to a nights-only rota, or
 - a standard/basic daytime rate?

This will be the average rate applied to that shift (please note the above comment regarding the current application of the average) Annex E the % is based on the rota pattern unless you don't have a fixed rota pattern and then it is calculated on what was worked the over the previous 13 week reference period.

Next steps

Some information held by the Trust is routinely published on our [website](#) and may be of assistance.

If you are dissatisfied with the Trust's response to your request, you have the right to ask for an internal review.

Requests for an internal review should be submitted within **40 working days** of the date of this response and should be sent to:

Richard Banks, Head of Corporate Governance at FOI@secamb.nhs.uk

The internal review will be conducted by an individual who was not directly involved in handling your original request, ordinarily the Trust's Data Protection Officer. We aim to complete internal reviews within **20 working days** of receipt.

If you remain dissatisfied following the outcome of the internal review, you may complain to the Information Commissioner's Office (ICO). The ICO generally expects complaints to be raised promptly following the completion of an internal review.

The easiest way to raise a complaint is via the ICO's website:

www.ico.org.uk/foicomplaints





Alternatively, you may write to:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Yours sincerely,

Corporate Governance Team
South East Coast Ambulance Service NHS Foundation Trust



Saving Lives,
Serving Our Communities

Chair: Michael Whitehouse Interim CEO: Jen Allan