



Annual Leave Policy

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The Trust will not tolerate unlawful discrimination on the grounds of the protected characteristics of: age, disability, gender reassignment, race, religion/belief, gender, sexual orientation, marriage/civil partnership, pregnancy/maternity. The Trust will not tolerate unfair discrimination on the basis of spent criminal convictions, Trade Union membership or non-membership. In addition, the Trust will have due regard to advancing equality of opportunity between people from different groups and foster good relations between people from different groups.

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1. Policy Statement

- 1.1 This document outlines the Annual Leave Policy and Procedure for The East of England Ambulance Service NHS Trust (the Trust). The Trust realises that the ability to spend time away from the workplace is an important component of work-life balance and helps reduce stress. The Trust aims to ensure that employees are given the opportunity to take the leave to which they are entitled and managers should endeavour to ensure that the work load does not prevent this, taking into account the service needs of the Trust. Equally employees have a responsibility to ensure that they take ownership of the management of their own annual leave.
- 1.2 This policy will ensure that the calculation and granting of annual leave and public holiday lieu time is carried out fairly and consistently in accordance with the entitlements and arrangements defined under Agenda for Change and prior Trust contractual terms as applicable, while ensuring the quality of care provided to patients and clients remains high.
- 1.3 Authorised annual leave is expected to be covered within the appropriate departmental budget, for instance by utilising relief staff or managing workload. Managers are expected to maximise the use of their existing workforce to cover for the absence of employees due to annual leave and only use overtime where they consider it viable within their current budget projections.
- 1.4 Once approval for annual leave has been granted it will not be withdrawn, however in exceptional circumstances the Trust may ask staff to return to duties if operational exigencies warrant it. It is the individual's right to decline but should they agree the leave would either be returned to the individual for use at a future date, or paid at the appropriate rate; both arrangements being mutually agreed between the Trust and individual(s) at the time.
- 1.5 This policy has been written in partnership by management and staff side.

2. Scope

- 2.1 This policy applies to all staff employed by the Trust.
- 2.2 This policy does not apply to Bank workers.

3. Access To The Policy

- 3.1 All employees are entitled to access to this policy which is located in the HR

Policies and Procedures Folders and/or on the Trust's Intranet. However, if you require this policy in any other format please seek guidance from the Human Resources Department, your line management or trade union representative.

- 3.2 Employees and Managers may also wish to consult related Trust policies such as but not restricted to Sickness Absence, Flexible Working Arrangements, Special Leave, Disciplinary Policy (Managing Conduct and Performance), Adoption Leave, Paternity and Maternity Leave.

4. Roles And Responsibilities

- 4.1 The Human Resources Department is responsible for keeping the provisions within this policy in line with employment legislation, best practice people management principles and NHS guidelines.
- 4.2 Managers, HR staff and trade union representatives are responsible for providing advice and guidance to employees on the application of this policy and procedure.
- 4.3 Management and trade union representatives are responsible for bringing any mutually beneficial improvements to this policy to the attention of the Trust.

5. Annual Leave Year

- 5.1 The annual leave year for all employees runs from their commencement date with the Trust. This is referred to as their Personal Leave Year.
- 5.2 Part-time staff will receive annual leave and public holiday entitlement pro rata to full time hours.
- 5.3 Annual leave and Public Holiday lieu time entitlements for both full and part time employees will be added together and taken throughout the leave year from a totalled allowance. Staff who are stood down or by 'contract' do not work public holidays will not be accredited with public holiday lieu time at the beginning of the year. Staff on Agenda for Change contracts who are on call on public holidays will have separate arrangements in line with Agenda for Change NHS Terms and Conditions section 13.4. All non-AFC staff should refer to their individual Terms and Conditions.

6. Accrual of Annual Leave and General Public Holiday Lieu Time Entitlement

- 6.1 Annual leave and general public holiday lieu time entitlement accrues during the course of the relevant year. To enable leave to be taken, reflecting the needs of the employee, the full year's entitlement will be available to them from their date of appointment with the Trust, or the start of their personal annual leave year.
- 6.2 Should an employee leave the Trust part way through their annual leave year, their entitlements relating to their service in that period will be calculated proportionate to the leave that has been accrued up until their leaving date e.g. an employee who leaves 6 months into their personal leave year will receive 50% of their leave entitlement. Where a member of staff has exceeded their leave entitlement this will be deducted from their final salary. Any outstanding leave entitlement will normally be required to be taken during any period of

notice. If at the effective date of termination there is still annual leave owing to the employee, they will be paid accordingly in respect of those hours.

7. Annual Leave and General Public Holiday Entitlements

7.1 Entitlement to annual leave and general public holidays is based on your current contractual arrangements as outlined below.

7.2 The Trust's policy is to determine annual leave and public holiday entitlements in hours, not days, for all staff regardless of whether the employee is full time or part time (see Appendices 1, 2, 3, 4, and 5). This is in line with the principle under Agenda for Change which states that: "Where staff work standard shifts other than 7.5 hours excluding meal breaks, annual leave and general public holiday entitlements should be calculated on an hourly basis to prevent staff on these shifts receiving greater or less leave than colleagues on standard shifts" (Agenda for Change: NHS Terms & Conditions of Service Handbook, section 13.5). Where this principle would negatively impact on an individual, it is proposed that management would work with that individual to lessen the impact where this is possible.

7.3 All entitlements stated below refer to the whole time equivalent entitlements. These will apply pro rata for part-time employees (for public holidays rounded up to the nearest half day). See Appendices 1, 2, 3, 4 and 5.

7.4 For staff who have alternative working arrangements, for example, term-time only or annualised hours please refer to the Human Resources Department.

7.5 For Staff On AGENDA FOR CHANGE CONTRACTS

7.5.1 Annual leave entitlement for staff on Agenda for Change contracts is based on their period of reckonable service with the NHS irrespective of length of breaks in service (see Agenda for Change: NHS Terms & Conditions of Service Handbook, section 12). Entitlements are as set out in the table below:

7.5.2

Length of Service	Annual Leave and Public Holidays	Equivalent Time expressed in hours
On appointment	27 days + 8 days	202.5 hours + 60 hours
After 5 years	29 days + 8 days	217.5 hours + 60 hours
After 10 years	33 days + 8 days	247.5 hours + 60 hours

7.5.3 There is no entitlement to any further extra-statutory days for staff on Agenda for Change contracts (as outlined under Section 13.3 of the National Agenda for Change: NHS Terms and Conditions of Service Handbook).

7.6 For staff on TRUST CONTRACTS

Norfolk, Suffolk and Cambridgeshire

7.6.1 Annual leave entitlement for staff who remained on Trust contracts in Norfolk, Suffolk and Cambridgeshire is based on their period of continuous NHS service.

7.6.2

Length of Service	Annual Leave and	Equivalent Time
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	Public Holidays	expressed in hours (based on wte of 40 contractual hours per week)
On appointment	22 days + 8 days	176 hours + 64 hours
After 5 years	25 days + 8 days	200 hours + 64 hours
After 10 years	27 days + 8 days	216 hours + 64 hours

7.6.3 For staff on Norfolk, Suffolk and Cambridgeshire Trust contracts there is no entitlement to any further extra-statutory days.

7.7 Essex

7.7.1 Annual leave entitlement for staff who remained on Trust contracts in Essex is based on their period of continuous NHS service.

7.7.2

Length of Service	Annual Leave and Public Holidays	Equivalent Time expressed in hours (based on wte of 40 contractual hours per week)
On appointment	22 days + 8 days	176 hours + 64 hours
After 5 years	26 days + 8 days	208 hours + 64 hours
After 10 years	28 days + 8 days	224 hours + 64 hours

7.7.3 For staff on Essex Trust contracts there is no entitlement to any further extra-statutory days.

7.8 Bedfordshire and Hertfordshire

7.8.1 Annual leave entitlement for staff who remained on Trust contracts in Bedfordshire and Hertfordshire is based on their period of continuous NHS service.

7.8.2

Length of Service	Annual Leave and Public Holidays	Equivalent Time expressed in hours (based on wte of 41 contractual hours per week)
On appointment	22 days + 8 days	180.4 hours + 65.6 hours
After 5 years	25 days + 8 days	205 hours + 65.60 hours
After 10 years	27 days + 8 days	221.40 hours + 65.60 hours

7.8.3 For staff on Bedfordshire and Hertfordshire Trust contracts there is no entitlement to any further extra-statutory days.

8. Public Holidays

8.1 The Trust will recognise the following public holidays: New Years Day, Good Friday, Easter Monday, May Day, Late Spring Public Holiday, Late Summer Public Holiday, Christmas Day and Boxing Day. Any other publicly declared holiday, or paid holiday, will also be recognised.

8.2 Any employee whose religious beliefs have festival days different to those public holidays currently recognised by the Trust may approach their manager to request to change the designated public holiday dates to alternative dates.

Should an employee wish to change their designated public holiday dates, for example, swap Easter Monday for Diwali, this must be done by submitting a written request to their manager 31 calendar days prior to the start of their annual leave year. Once approved, these will apply for that particular leave year and can not be subsequently changed. In such cases, the overall Public Holiday entitlement will remain the same and any allowances or other entitlements which relate to working or not working on a public holiday will only apply to their specifically designated Public Holidays. (For new starters any specific public holiday requirements should be identified at the earliest opportunity).

- 8.3 Employees required to work, or be on call, on a general public holiday or their designated public holiday dates, are entitled to take time off in lieu in line with National Terms and Conditions
- 8.4 Any additional time off in lieu accrued in respect of work undertaken on a public holiday not incorporated in the annual/public holiday leave entitlement (reference section 7 above) must be taken before the first anniversary of that relevant public holiday. Where this is not operationally possible, payment will be made in lieu.
- 8.5 For pay purposes, a public holiday period is defined as midnight to midnight.

9. Management of Leave

9.1 All Employees

- 9.1.1 The AfC Terms & Conditions handbook states that the employer (the Trust) will provide employees with access to leave arrangements which support them in balancing their work responsibilities with their personal commitments.
- 9.1.2 Guidance on the levels of annual leave is shown in the table in Appendix 6. In this context, a “team” will be defined by the local management team after discussion with the employees concerned.
- 9.1.3 In exceptional circumstances, as determined by the relevant General Manager, levels of leave may be varied according to the need to provide operational service delivery. This will be reported to and monitored at the local Partnership Forum.

9.2 Emergency Operational, HEOC, Medicom and Primary Care (OOH but not PTS or CTS)

- 9.2.1 There will be a period where the leave limit will be reduced to 50% of that normally allowed either on specific days or by whole week in order to support the delivery of patient care over the period of highest demand. This period and the associated reductions are as follows:
- Week commencing Monday 27th November 2017 normal weekly limits apply but with a 50% reduction on the daily limit on both Saturday 2nd December 2017 and Sunday 3rd December 2017.
 - Weeks commencing Monday 4th December 2017, 11th, 18th and 25th December 2017 50% reduction of both weekly and daily limits; these leave limits will also apply on 1st January 2018.

- From Tuesday 2nd January 2018 normal weekly limits apply.

Over this period of time the Trust will take a number of further steps to support the delivery of patient care in addition to managing leave levels. This may include reducing levels of abstractions i.e. training and secondments, providing additional resources and focusing the activity of operationally qualified managers etc.

In January/February each year the leave level restrictions for the preceding Christmas/New Year period will be reviewed by the Staff Partnership Forum. In order to provide staff with clarity in respect to any leave level restrictions which will apply in the forthcoming Christmas/New Year period, there will be a strict cap on the time period allowed for this. In situations where agreement on the Christmas/New Year leave levels for the year ahead has not been reached by the end of February, then the annual leave level restrictions for the preceding Christmas/New Year will apply for the year ahead (status quo) with the applicable dates when the restrictions apply realigned.

During the two month review period (January/February each year) staff will be required to submit their leave requests for consideration as at 1 March. Processing of leave requests for approval will commence as at 1 March. Subsequent leave requests received after 1 March will be considered in the normal way in line with their local arrangements for approving of leave (see 10.1 below).

9.3 Non Operational Staff (and other staff groups not included in 9.2)

- 9.3.1 For these employees there is no reduction on leave over the period described above, however recognising the ability to manage workflows in non operational and/or other staff groups, the levels of leave granted shown in section 9.2 above may be varied at the discretion of their manager within the spirit of the policy.

10. Approval Procedure

- 10.1 Requests for annual leave cannot be made more than 12 months in advance of the requested annual leave dates in normal circumstances. For the Christmas/New Year period where annual leave level restrictions apply for some staff, requests can be made 12 months in advance but will be held during the January/February review period (as referred to in section 9.2.1) or until agreement is reached on the leave levels for the following Christmas/New Year period if agreement is reached sooner than the end of February deadline.
- 10.2 It is the Trust's intention that all staff should enjoy their Annual Leave allocation. In order to achieve this, staff should book leave as far in advance as possible and with at least 31 days notice. This notice period is required to enable the planning of relief/scheduling support shifts and allow those staff to receive as much notice of their shifts as possible. In circumstances where the annual leave requests are likely to exceed leave limits (for example partners in the same team wishing to take leave together) staff should draw this to the manager's attention at the earliest opportunity to allow the request to be considered and enable a decision to be taken.

- 10.3 Annual leave is approved at the discretion of the employee's line manager and facilitated by the admin/scheduling department, taking into account the needs of both the service and the circumstance in line with the spirit of this policy.
- 10.4 In circumstances where short notice leave is requested (i.e. less than 31 days), the Assistant General Manager or equivalent have discretion to approve these short notice leave requests. Approval of short notice leave requests will be dependent on both weekly and daily limits and the ability to cover the shift in question. Options to be considered may be spare capacity relief staff, authorised overtime, mutual shift change or a rest day shift swap.
- 10.5 All leave requests will be dealt with promptly and would normally be auctioned within 7 calendar days. In the event of the employee not receiving a response within the specified time period, they should contact the line manager/Scheduling Department responsible
- 10.6 The maximum annual leave normally granted for any one period of leave is 2 weeks. The 2 week period does not include any rest days that may precede or follow any booked shifts. Leave can commence on any day of the week, if this is agreed within the team/department scheme (see 10.9).
- 10.7 Where a request for an extension to the 2 week leave period limit is made, the General Manager or equivalent will consider each request on an individual basis.
- 10.8 No employee should finalise holiday arrangements or take annual leave before appropriate approval has been given. Where an employee takes annual leave prior to this approval being given, the Trust may consider invoking the Disciplinary Policy (Managing Conduct and Performance).
- 10.9 Systems to ensure a fair allocation of leave, which will provide consistency and equity should be agreed by Locality Area Partnership Forums. This may include special arrangements for rostering over the Christmas/new year period and/or a local system for the allocation of leave over that period as well. Staff have a responsibility to book their own annual leave, and it is expected that they will have booked 75% of their annual leave entitlement by the end of the 7th month of the start of their annual leave year.
- 10.10 In the event that an individual has a level of unbooked annual leave above 25% on the 9th month anniversary of their annual leave year, the Trust reserves the right to allocate that individual's annual leave. In these circumstances the individual will be notified in advance of this being allocated.
- 10.11 In the event that staff have not taken their annual leave entitlement by the end of their annual leave year, they should expect to lose un booked leave in line with this policy unless covered by the circumstances described in section 12.
- 10.12 Staff have no automatic right to cancel annual leave leading up to the intended leave dates. However, all requests for cancellation of annual leave will be considered on an individual basis and where possible accommodated.

11. Time Off For Religious Holidays

- 11.1 Wherever possible employees wishing to take time off for religious activities should book these times as per annual leave, giving at least 31 days notice to their line manager/Scheduling Department.

- 11.2 In circumstances where the date of a religious event is only confirmed with short notice, special consideration will be given to the member of staffs' application. In this instance, an option for the employee may be to book additional annual leave to cover this with the ability to cancel once a firm date is known.
- 11.3 Employees with long-term religious commitments should consider making an application under the Flexible Working Arrangements Policy.
- 11.4 Under the Employment Equality (Religion and Belief) Regulations 2003, a worker may refuse to work on a specific day because of their religion. However, if the Trust can prove that there is no reasonable alternative but for the employee to attend work, the protection will be removed.

12 Carry Over Of Annual Leave

- 12.1 All employees are expected to take their full entitlement of annual leave within their personal leave year, with the exception of odd hours which equate to 12 hours or less. These odd hours will automatically be carried forward into the next personal leave year.
- 12.2 There is no statutory right to carry over annual leave from one personal leave year into the next, neither is there a right for the employee to elect to receive wages in lieu in these circumstances. Annual leave not taken by the correct date may therefore be lost. For carryover of annual leave for sickness absence reasons please refer to the Trust's Sickness Absence Management Policy.
- 12.3 In exceptional circumstances employees may be allowed to carry over annual leave, normally up to a maximum of 37.5 hours (pro rata for part-time employees). Each case will be considered on its individual merits at the discretion of the General Manager or equivalent. Occasions where this may be considered include the following examples;
- Inability to take leave due to service demands;
 - Annual Leave returned in line with paragraph 1.4;
 - To enable a planned extended holiday;
 - Maternity and Adoption leave (subject to authorisation from Human Resources Department).

NB. This is not an exhaustive list.

- 12.4 It will not be normal practice to buy back any unused annual leave. However, the Executive Team may in exceptional circumstances consider this where it is in the best interests of the service.

13. Sickness Absence, Annual Leave and Public Holidays

- 13.1 Employees who are ill during a period of annual leave will have the days of absence treated as sickness absence where a medical certificate is provided for each and all days of absence (self-certificates will not be accepted for this purpose). This will therefore allow the employee to take the annual leave at another time. Any GP charges in respect of provision of a medical certificate for periods of less than 7 days will be reimbursed by the Trust. In circumstances where an employee is unable to provide a medical certificate,

any request for reimbursement of annual leave will be considered on individual circumstances.

- 13.2 Where a member of staff is ill on a public holiday which they were scheduled/rostered to work, there will be no entitlement to any additional lieu hours that they may, in line with their local terms and conditions, have accrued if they had worked. However the public holiday entitlement which forms part of the annual leave (i.e. the 60 hours) will not be affected.

14. Changes to Contractual Hours

- 14.1 Where staff change their contracted hours, this will result in a re-calculation of their annual and public holiday leave entitlements, prior and post the contractual change date. Assistance with any such re-calculations may be sought from the Human Resources Department.

15. Late Return from Annual Leave

- 15.1 If, for reasons beyond their control, employees know that they will be late returning from annual leave, they must contact their line manager and notify them of their late return as soon as possible.
- 15.2 This leave will normally be unpaid and where prior notification is not received, the employee may be liable to disciplinary action under the Trust's Disciplinary Policy (Managing Conduct and Performance).

16. Lieu Hours (Excluding Public Holiday Lieu Time)

- 16.1 All applications for approval of the taking of lieu time should be made in the same way as for annual leave (see Section 10 above).
- 16.2 Where lieu hours are claimed as an alternative to overtime payments, the lieu time entitlement is at plain time on an hour for hour worked basis.
- 16.3 Time off in lieu for overtime should be taken within three months of the date it was accrued. Where this is not operationally possible, payment will be made in lieu at the appropriate overtime rate. As an exception to this rule, the three month period can be extended with management approval.

17. Requests for Unpaid Leave

- 17.1 Where staff wish to request additional unpaid leave, consideration should be made as to whether another Trust policy may apply, for example the Trust's Special Leave Policy.
- 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. Any subsequent granting of additional unpaid leave will only be permitted where staff have already taken all of the annual leave they have accrued to the date they commence the unpaid leave. Unpaid leave will be authorised by the General Manager or equivalent.

18. Leaving the Trust's Employment

- 18.1 Employees leaving the Trust's employment will have their outstanding annual leave, accrued but not taken, calculated pro rata to the actual service in their

personal leave year. A payment will be made in lieu of such leave and will be subject to relevant deductions. This principle will also apply to public holiday hours and other accrued time which has not been taken.

- 18.2 Where annual leave taken prior to termination of employment exceeds an employees pro rata entitlement for that annual leave year, the Trust will deduct the equivalent of the payments for such additional days from the employee'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.
- 18.3 Employees who are working out their notice will be allowed to take annual leave during this period, provided it has been booked in advance. Requests to take leave during a notice period will be approved wherever possible. However, this may not always be practicable due to the need to complete outstanding work, handover to a successor or other service needs. The Trust therefore reserves the right to refuse requests for leave during notice periods.
- 18.4 The Trust reserves the right to recover accrued annual leave pay from employees who are dismissed for theft or fraud involving either patients or the NHS or who leave the Trust without giving due notice.
- 18.5 Employees entitled to the pre-1986 'frozen' annual leave agreement should refer to their local HR office for advice and guidance.

19. Retirement

- 19.1 Once a decision has been made on an employee's retirement date they should endeavour to ensure that all accrued annual leave is taken prior to their retirement date. Payment in lieu will not be made for annual leave not taken at the date of retirement. Staff unable to take leave because of sickness will have their date of termination extended by the outstanding leave entitlement, unless doing so would extend their service beyond the Trust's default retirement age of their 70th birthday at which point the leave will be lost.

20. Policy Review

- 20.1 This policy will be reviewed bi-annually under the direction of the Staff Partnership Forum or amended in the light of new employment legislation and/or relevant case law.
- 20.2 As outlined under section 9.2.1 above, an annual review of leave levels applicable to Emergency Operational, HEOC, Medicom and Primary Care (OOH but not PTS or CTS) for the Christmas/New Year period will be undertaken in January/February each year.

Table of AGENDA FOR CHANGE Annual Leave Entitlements
(Exclusive of Public Holidays)

WEEKLY BASIC CONTRACTED HOURS	ON APPOINTMENT	AFTER 5 YEARS SERVICE	AFTER 10 YEARS SERVICE
	27 DAYS	29 DAYS	33 DAYS
	HOURS EQUIVALENT		
37.5	202.5	217.5	247.5
37.0	199.8	214.6	244.2
36.5	197.1	211.7	240.9
36.0	194.4	208.8	237.6
35.5	191.7	205.9	234.3
35.0	189.0	203.0	231.0
34.5	186.3	200.1	227.7
34.0	183.6	197.2	224.4
33.5	180.9	194.3	221.1
33.0	178.2	191.4	217.8
32.5	175.5	188.5	214.5
32.0	172.8	185.6	211.2
31.5	170.1	182.7	207.9
31.0	167.4	179.8	204.6
30.5	164.7	176.9	201.3
30.0	162.0	174.0	198.0
29.5	159.3	171.1	194.7
29.0	156.6	168.2	191.4
28.5	153.9	165.3	188.1
28.0	151.2	162.4	184.8
27.5	148.5	159.5	181.5
27.0	145.8	156.6	178.2
26.5	143.1	153.7	174.9
26.0	140.4	150.8	171.6
25.5	137.7	147.9	168.3
25.0	135.0	145.0	165.0
24.5	132.3	142.1	161.7
24.0	129.6	139.2	158.4
23.5	126.9	136.3	155.1
23.0	124.2	133.4	151.8
22.5	121.5	130.5	148.5
22.0	118.8	127.6	145.2
21.5	116.1	124.7	141.9
21.0	113.4	121.8	138.6
20.5	110.7	118.9	135.3
20.0	108.0	116.0	132.0

19.5	105.3	113.1	128.7
19.0	102.6	110.2	125.4
18.5	99.9	107.3	122.1
18.0	97.2	104.4	118.8
17.5	94.5	101.5	115.5
17.0	91.8	98.6	112.2
16.5	89.1	95.7	108.9
16.0	86.4	92.8	105.6
15.5	83.7	89.9	102.3
15.0	81.0	87.0	99.0
14.5	78.3	84.1	95.7
14.0	75.6	81.2	92.4
13.5	72.9	78.3	89.1
13.0	70.2	75.4	85.8
12.5	67.5	72.5	82.5
12.0	64.8	69.6	79.2
11.5	62.1	66.7	75.9
11.0	59.4	63.8	72.6
10.5	56.7	60.9	69.3
10.0	54.0	58.0	66.0
9.5	51.3	55.1	62.7
9.0	48.6	52.2	59.4
8.5	45.9	49.3	56.1
8.0	43.2	46.4	52.8
7.5	40.5	43.5	49.5
7.0	37.8	40.6	46.2
6.5	35.1	37.7	42.9
6.0	32.4	34.8	39.6
5.5	29.7	31.9	36.3
5.0	27.0	29.0	33.0
4.5	24.3	26.1	29.7
4.0	21.6	23.2	26.4
3.5	18.9	20.3	23.1
3.0	16.2	17.4	19.8
2.5	13.5	14.5	16.5
2.0	10.8	11.6	13.2
1.5	8.1	8.7	9.9
1.0	5.4	5.8	6.6
0.5	2.7	2.9	3.3

**Table of TRUST (Pre AFC) Annual Leave Entitlements
for Cambridgeshire, Norfolk and Suffolk.**
(Exclusive of Public Holidays)

WEEKLY BASIC CONTRACTED HOURS	ON APPOINTMENT	AFTER 5 YEARS SERVICE	AFTER 10 YEARS SERVICE
	22 DAYS	25 DAYS	27 DAYS
	HOURS EQUIVALENT		
40.0	176.0	200.0	216.0
39.5	173.8	197.5	213.3
39.0	171.6	195.0	210.6
38.5	169.4	192.5	207.9
38.0	167.2	190.0	205.2
37.5	165.0	187.5	202.5
37.0	162.8	185.0	199.8
36.5	160.6	182.5	197.1
36.0	158.4	180.0	194.4
35.5	156.2	177.5	191.7
35.0	154.0	175.0	189.0
34.5	151.8	172.5	186.3
34.0	149.6	170.0	183.6
33.5	147.4	167.5	180.9
33.0	145.2	165.0	178.2
32.5	143.0	162.5	175.5
32.0	140.8	160.0	172.8
31.5	138.6	157.5	170.1
31.0	136.4	155.0	167.4
30.5	134.2	152.5	164.7
30.0	132.0	150.0	162.0
29.5	129.8	147.5	159.3
29.0	127.6	145.0	156.6
28.5	125.4	142.5	153.9
28.0	123.2	140.0	151.2
27.5	121.0	137.5	148.5
27.0	118.8	135.0	145.8
26.5	116.6	132.5	143.1
26.0	114.4	130.0	140.4
25.5	112.2	127.5	137.7
25.0	110.0	125.0	135.0
24.5	107.8	122.5	132.3
24.0	105.6	120.0	129.6
23.5	103.4	117.5	126.9
23.0	101.2	115.0	124.2
22.5	99.0	112.5	121.5
22.0	96.8	110.0	118.8

21.5	94.6	107.5	116.1
21.0	92.4	105.0	113.4
20.5	90.2	102.5	110.7
20.0	88.0	100.0	108.0
19.5	85.8	97.5	105.3
19.0	83.6	95.0	102.6
18.5	81.4	92.5	99.9
18.0	79.2	90.0	97.2
17.5	77.0	87.5	94.5
17.0	74.8	85.0	91.8
16.5	72.6	82.5	89.1
16.0	70.4	80.0	86.4
15.5	68.2	77.5	83.7
15.0	66.0	75.0	81.0
14.5	63.8	72.5	78.3
14.0	61.6	70.0	75.6
13.5	59.4	67.5	72.9
13.0	57.2	65.0	70.2
12.5	55.0	62.5	67.5
12.0	52.8	60.0	64.8
11.5	50.6	57.5	62.1
11.0	48.4	55.0	59.4
10.5	46.2	52.5	56.7
10.0	44.0	50.0	54.0
9.5	41.8	47.5	51.3
9.0	39.6	45.0	48.6
8.5	37.4	42.5	45.9
8.0	35.2	40.0	43.2
7.5	33.0	37.5	40.5
7.0	30.8	35.0	37.8
6.5	28.6	32.5	35.1
6.0	26.4	30.0	32.4
5.5	24.2	27.5	29.7
5.0	22.0	25.0	27.0
4.5	19.8	22.5	24.3
4.0	17.6	20.0	21.6
3.5	15.4	17.5	18.9
3.0	13.2	15.0	16.2
2.5	11.0	12.5	13.5
2.0	8.8	10.0	10.8
1.5	6.6	7.5	8.1
1.0	4.4	5.0	5.4
0.5	2.2	2.5	2.7

**Table of TRUST (Pre AFC) Annual Leave Entitlements
for Essex.**
(Exclusive of Public Holidays)

WEEKLY BASIC CONTRACTED HOURS	ON APPOINTMENT	AFTER 5 YEARS SERVICE	AFTER 10 YEARS SERVICE
	22 DAYS	26 DAYS	28 DAYS
	HOURS EQUIVALENT		
40.0	176.0	208.0	224.0
39.5	173.8	205.4	221.2
39.0	171.6	202.8	218.4
38.5	169.4	200.2	215.6
38.0	167.2	197.6	212.8
37.5	165.0	195.0	210.0
37.0	162.8	192.4	207.2
36.5	160.6	189.8	204.4
36.0	158.4	187.2	201.6
35.5	156.2	184.6	198.8
35.0	154.0	182.0	196.0
34.5	151.8	179.4	193.2
34.0	149.6	176.8	190.4
33.5	147.4	174.2	187.6
33.0	145.2	171.6	184.8
32.5	143.0	169.0	182.0
32.0	140.8	166.4	179.2
31.5	138.6	163.8	176.4
31.0	136.4	161.2	173.6
30.5	134.2	158.6	170.8
30.0	132.0	156.0	168.0
29.5	129.8	153.4	165.2
29.0	127.6	150.8	162.4
28.5	125.4	148.2	159.6
28.0	123.2	145.6	156.8
27.5	121.0	143.0	154.0
27.0	118.8	140.4	151.2
26.5	116.6	137.8	148.4
26.0	114.4	135.2	145.6
25.5	112.2	132.6	142.8
25.0	110.0	130.0	140.0
24.5	107.8	127.4	137.2
24.0	105.6	124.8	134.4
23.5	103.4	122.2	131.6
23.0	101.2	119.6	128.8
22.5	99.0	117.0	126.0

22.0	96.8	114.4	123.2
21.5	94.6	111.8	120.4
21.0	92.4	109.2	117.6
20.5	90.2	106.6	114.8
20.0	88.0	104.0	112.0
19.5	85.8	101.4	109.2
19.0	83.6	98.8	106.4
18.5	81.4	96.2	103.6
18.0	79.2	93.6	100.8
17.5	77.0	91.0	98.0
17.0	74.8	88.4	95.2
16.5	72.6	85.8	92.4
16.0	70.4	83.2	89.6
15.5	68.2	80.6	86.8
15.0	66.0	78.0	84.0
14.5	63.8	75.4	81.2
14.0	61.6	72.8	78.4
13.5	59.4	70.2	75.6
13.0	57.2	67.6	72.8
12.5	55.0	65.0	70.0
12.0	52.8	62.4	67.2
11.5	50.6	59.8	64.4
11.0	48.4	57.2	61.6
10.5	46.2	54.6	58.8
10.0	44.0	52.0	56.0
9.5	41.8	49.4	53.2
9.0	39.6	46.8	50.4
8.5	37.4	44.2	47.6
8.0	35.2	41.6	44.8
7.5	33.0	39.0	42.0
7.0	30.8	36.4	39.2
6.5	28.6	33.8	36.4
6.0	26.4	31.2	33.6
5.5	24.2	28.6	30.8
5.0	22.0	26.0	28.0
4.5	19.8	23.4	25.2
4.0	17.6	20.8	22.4
3.5	15.4	18.2	19.6
3.0	13.2	15.6	16.8
2.5	11.0	13.0	14.0
2.0	8.8	10.4	11.2
1.5	6.6	7.8	8.4
1.0	4.4	5.2	5.6
0.5	2.2	2.6	2.8

**Table of TRUST (Pre AFC) Annual Leave Entitlements
for Bedfordshire and Hertfordshire
(Exclusive of Public Holidays)**

WEEKLY BASIC CONTRACTED HOURS	ON APPOINTMENT	AFTER 5 YEARS SERVICE	AFTER 10 YEARS SERVICE
	22 DAYS	25 DAYS	27 DAYS
	HOURS EQUIVALENT		
41.0	180.4	205.0	221.4
40.5	178.2	202.5	218.7
40.0	176.0	200.0	216.0
39.5	173.8	197.5	213.3
39.0	171.6	195.0	210.6
38.5	169.4	192.5	207.9
38.0	167.2	190.0	205.2
37.5	165.0	187.5	202.5
37.0	162.8	185.0	199.8
36.5	160.6	182.5	197.1
36.0	158.4	180.0	194.4
35.5	156.2	177.5	191.7
35.0	154.0	175.0	189.0
34.5	151.8	172.5	186.3
34.0	149.6	170.0	183.6
33.5	147.4	167.5	180.9
33.0	145.2	165.0	178.2
32.5	143.0	162.5	175.5
32.0	140.8	160.0	172.8
31.5	138.6	157.5	170.1
31.0	136.4	155.0	167.4
30.5	134.2	152.5	164.7
30.0	132.0	150.0	162.0
29.5	129.8	147.5	159.3
29.0	127.6	145.0	156.6
28.5	125.4	142.5	153.9
28.0	123.2	140.0	151.2
27.5	121.0	137.5	148.5
27.0	118.8	135.0	145.8
26.5	116.6	132.5	143.1
26.0	114.4	130.0	140.4
25.5	112.2	127.5	137.7
25.0	110.0	125.0	135.0
24.5	107.8	122.5	132.3
24.0	105.6	120.0	129.6
23.5	103.4	117.5	126.9
23.0	101.2	115.0	124.2

22.5	99.0	112.5	121.5
22.0	96.8	110.0	118.8
21.5	94.6	107.5	116.1
21.0	92.4	105.0	113.4
20.5	90.2	102.5	110.7
20.0	88.0	100.0	108.0
19.5	85.8	97.5	105.3
19.0	83.6	95.0	102.6
18.5	81.4	92.5	99.9
18.0	79.2	90.0	97.2
17.5	77.0	87.5	94.5
17.0	74.8	85.0	91.8
16.5	72.6	82.5	89.1
16.0	70.4	80.0	86.4
15.5	68.2	77.5	83.7
15.0	66.0	75.0	81.0
14.5	63.8	72.5	78.3
14.0	61.6	70.0	75.6
13.5	59.4	67.5	72.9
13.0	57.2	65.0	70.2
12.5	55.0	62.5	67.5
12.0	52.8	60.0	64.8
11.5	50.6	57.5	62.1
11.0	48.4	55.0	59.4
10.5	46.2	52.5	56.7
10.0	44.0	50.0	54.0
9.5	41.8	47.5	51.3
9.0	39.6	45.0	48.6
8.5	37.4	42.5	45.9
8.0	35.2	40.0	43.2
7.5	33.0	37.5	40.5
7.0	30.8	35.0	37.8
6.5	28.6	32.5	35.1
6.0	26.4	30.0	32.4
5.5	24.2	27.5	29.7
5.0	22.0	25.0	27.0
4.5	19.8	22.5	24.3
4.0	17.6	20.0	21.6
3.5	15.4	17.5	18.9
3.0	13.2	15.0	16.2
2.5	11.0	12.5	13.5
2.0	8.8	10.0	10.8
1.5	6.6	7.5	8.1
1.0	4.4	5.0	5.4
0.5	2.2	2.5	2.7

Table of Public Holiday Entitlements

(Based on whole year 8-day entitlement)

Please note this table relates to the public holiday entitlements under Agenda for Change, i.e. based on a full-time hours being 37.5 per week. Public holiday entitlements for previous Trust contracts should be calculated in accordance with the standard contracted hours under those contracts.

WEEKLY BASIC CONTRACTED HOURS	HOURLY ENTITLEMENT FOR FULL LEAVE YEAR	HOURLY ENTITLEMENT ON EACH PUBLIC HOLIDAY AS IT OCCURS
37.5	60.0	7.5
37.0	59.2	7.4
36.5	58.4	7.3
36.0	57.6	7.2
35.5	56.8	7.1
35.0	56.0	7.0
34.5	55.2	6.9
34.0	54.4	6.8
33.5	53.6	6.7
33.0	52.8	6.6
32.5	52.0	6.5
32.0	51.2	6.4
31.5	50.4	6.3
31.0	49.6	6.2
30.5	48.8	6.1
30.0	48.0	6.0
29.5	47.2	5.9
29.0	46.4	5.8
28.5	45.6	5.7
28.0	44.8	5.6
27.5	44.0	5.5
27.0	43.2	5.4
26.5	42.4	5.3
26.0	41.6	5.2
25.5	40.8	5.1
25.0	40.0	5.0
24.5	39.2	4.9
24.0	38.4	4.8
23.5	37.6	4.7
23.0	36.8	4.6
22.5	36.0	4.5
22.0	35.2	4.4
21.5	34.4	4.3
21.0	33.6	4.2
20.5	32.8	4.1

WEEKLY BASIC CONTRACTED HOURS	HOURLY ENTITLEMENT FOR FULL LEAVE YEAR	HOURLY ENTITLEMENT ON EACH PUBLIC HOLIDAY AS IT OCCURS
20.0	32.0	4.0
19.5	31.2	3.9
19.0	30.4	3.8
18.5	29.6	3.7
18.0	28.8	3.6
17.5	28.0	3.5
17.0	27.2	3.4
16.5	26.4	3.3
16.0	25.6	3.2
15.5	24.8	3.1
15.0	24.0	3.0
14.5	23.2	2.9
14.0	22.4	2.8
13.5	21.6	2.7
13.0	20.8	2.6
12.5	20.0	2.5
12.0	19.2	2.4
11.5	18.4	2.3
11.0	17.6	2.2
10.5	16.8	2.1
10.0	16.0	2.0
9.5	15.2	1.9
9.0	14.4	1.8
8.5	13.6	1.7
8.0	12.8	1.6
7.5	12.0	1.5
7.0	11.2	1.4
6.5	10.4	1.3
6.0	9.6	1.2
5.5	8.8	1.1
5.0	8.0	1.0
4.5	7.2	0.9
4.0	6.4	0.8
3.5	5.6	0.7
3.0	4.8	0.6
2.5	4.0	0.5
2.0	3.2	0.4
1.5	2.4	0.3
1.0	1.6	0.2
0.5	0.8	0.1

Appendix 6

Leave may be granted within the following weekly and daily limits. These limits have been set to enable all staff to take their leave within any given leave year. Please note; weekly limits will be rounded up to accommodate the next complete shift duration.

The calculation to arrive at these limits has taken into consideration the variance between some very popular leave weeks and others where very low levels of leave are booked. Any teams smaller than those shown below will need to agree local weekly and daily limits.

		Maximum off per day				
		For rotas covering 7 days week				Rotas covering 5 days
Number of staff in team	Total hours leave available per week	12 hour teams	10 hour teams	9 hour teams	8 hour teams	8 hour teams
8	71	2	2	2	3	3
9	80	2	2	3	3	4
10	89	2	2	3	3	4
11	97	2	3	3	3	4
12	106	2	3	3	3	5
13	115	2	3	3	3	5
14	124	2	3	3	3	5
15	133	2	3	3	4	5
16	142	3	3	3	4	6
17	151	3	3	4	4	6
18	159	3	3	4	4	6
19	168	3	4	4	5	7
20	177	3	4	4	5	7
21	186	3	4	5	5	7
22	195	3	4	5	5	7
23	204	4	4	5	6	8
24	213	4	5	5	6	8
25	221	4	5	5	6	8
26	230	4	5	6	6	9
27	239	4	5	6	6	9
28	248	4	5	6	7	9
29	257	5	5	6	7	10
30	266	5	6	6	7	10
31	275	5	6	6	7	10
32	283	5	6	7	8	11
33	292	5	6	7	8	11
34	301	5	6	7	8	11
35	310	5	6	7	8	11
36	319	5	7	7	8	12
37	328	6	7	8	9	12
38	336	6	7	8	9	12
39	345	6	7	8	9	13
40	354	6	7	8	9	13
41	363	6	7	8	9	13
42	372	6	8	9	10	13
43	381	6	8	9	10	14
44	390	7	8	9	10	14

		Maximum off per day				
		For rotas covering 7 days week				Rotas covering 5 days
Number of staff in team	Total hours leave available per week	12 hour teams	10 hour teams	9 hour teams	8 hour teams	8 hour teams
45	398	7	8	9	10	14
46	407	7	8	9	10	15
47	416	7	8	9	11	15
48	425	7	9	10	11	15
49	434	7	9	10	11	15
50	443	7	9	10	11	16
51	452	7	9	10	11	16
52	460	8	9	10	12	16
53	469	8	9	10	12	16
54	478	8	9	11	12	17
55	487	8	10	11	12	17
56	496	8	10	11	12	17
57	505	8	10	11	13	18
58	514	8	10	11	13	18
59	522	8	10	11	13	18
60	531	8	10	11	13	18
61	540	9	10	12	13	18
62	549	9	11	12	13	19
63	558	9	11	12	14	19
64	567	9	11	12	14	19
65	576	9	11	12	14	19
66	584	9	11	12	14	20
67	593	9	11	13	14	20
68	602	9	11	13	14	20
69	611	10	12	13	15	20
70	620	10	12	13	15	21
71	629	10	12	13	15	21
72	638	10	12	13	15	21
73	646	10	12	13	15	21
74	655	10	12	14	15	22
75	664	10	12	14	16	22
76	673	10	12	14	16	22
77	682	10	13	14	16	22
78	691	10	13	14	16	22
79	700	11	13	14	16	23
80	708	11	13	14	16	23
81	717	11	13	15	16	23
82	726	11	13	15	17	23
83	735	11	13	15	17	24
84	744	11	13	15	17	24
85	753	11	13	15	17	24
86	762	11	14	15	17	24
87	770	11	14	15	17	24
88	779	11	14	15	18	25
89	788	12	14	16	18	25

		Maximum off per day				
		For rotas covering 7 days week				Rotas covering 5 days
Number of staff in team	Total hours leave available per week	12 hour teams	10 hour teams	9 hour teams	8 hour teams	8 hour teams
90	797	12	14	16	18	25
91	806	12	14	16	18	25
92	815	12	14	16	18	25
93	824	12	14	16	18	26
94	832	12	15	16	19	26
95	841	12	15	17	19	26
96	850	12	15	17	19	27
97	859	12	15	17	19	27
98	868	13	15	17	19	27
99	877	13	15	17	20	27
100	886	13	16	17	20	28
101	894	13	16	18	20	28
102	903	13	16	18	20	28
103	912	13	16	18	20	28
104	921	13	16	18	21	29
105	930	14	16	18	21	29
106	939	14	17	18	21	29
107	947	14	17	19	21	30
108	956	14	17	19	21	30
109	965	14	17	19	22	30
110	974	14	17	19	22	30
111	983	14	17	19	22	31
112	992	14	17	20	22	31
113	1001	15	18	20	22	31
114	1009	15	18	20	22	31
115	1018	15	18	20	23	32
116	1027	15	18	20	23	32
117	1036	15	18	20	23	32
118	1045	15	18	21	23	33
119	1054	15	19	21	23	33
120	1063	15	19	21	24	33