

## ANNUAL LEAVE

### Introduction

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1. This policy applies to all graded employees.
2. Details of the annual leave entitlements of employees who fall outside of the City of London's grading system will be provided in the individual employees' Contracts of Employment.

### Annual Leave Requests

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3. Whilst Chief Officers will do their best to allow their employees to take annual leave and Bank and Public Holidays on the dates they have requested, the granting of leave is subject to the department maintaining an acceptable level of staff cover to meet the demands of the service.
4. If, on occasion, Chief Officers are unable to grant leave on the dates requested by their employees, every effort will be made to offer alternative dates which are acceptable to the individual.

### Leave Year

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5. The leave year runs from 01 January to the 31 December, and leave must normally be taken by the 31 December.
6. Chief Officers have discretion, in exceptional circumstances, to allow outstanding leave to be carried forward into the next annual leave year, to be used by the 31 March. Where carried forward days are not used by 31 March, they will be forfeited.

### Calculation of Leave Entitlement

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7. [Paragraph 11](#) details the number of days of paid annual leave employees working a 5 day week comprising days of equal (or approximately equal) length, are entitled.
8. The table also applies to employees working days of equal (or approximately equal) length, where the number of working days in any week varies (due to the rota or shift pattern worked), providing the days worked during the rota / shift period average 5 days per week.
9. Total leave entitlements (including Bank and Public Holidays) will be calculated pro rata for employees working:
  - a basic working week of under or over a 5 days (or less, or more, than an average of 5 days);
  - days of varying hours; or

- an established, identifiable, recurring, pattern of working days or hours but not working every week;

Whilst [Appendix 1](#) provides example calculations of pro-rata entitlements, specific details will be issued to the employee by their department.

As Annual Leave and Bank Holiday leave are expressed as a combined amount for these employees, when a Bank Holiday falls on what would be a rostered working day, and the employee takes the day as leave, he or she will have to book a day of leave.

10. Employees who work irregular hours will have their annual leave expressed in hours. In order to facilitate flexible working, and ONLY with the prior agreement of departmental HR, annual leave may also be expressed and taken in hours for employees working regular hours.

### Annual Leave Entitlement

11. The following paid annual leave allowances are based on a five day basic working week (please also refer to paragraphs 8-10 above).

APPLICABLE TO EMPLOYEES IN POST FROM 1 JULY 1997						
Annual leave band	Employee Grades	Continuous Service* in years				
		Min.	5	10	15	20
Band 1	Grades A - C	24	28	29	30	31
Band 2	Grade D and above (including Senior Management Group)	28	30	31	32	33

*\* Within the City of London Corporation and Public Authority Services to which the Redundancy Payments (Local Government) (Modification) Orders apply*

12. Employees who were in receipt of a higher annual leave allowance from the City of London prior to 1 July 1997 will be protected until at least 30 September 2010, whilst discussions take place through the *Allowances Working Party*. Details of protected leave allowances are given in [Appendix 2](#).
13. The revised annual leave due to an employee whose entitlement, based on length of service, changes during the course of a leave year will operate from 01 January in that year.

## **New Entrants and Leavers**

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14. The annual leave entitlement for a new entrant to the City of London is calculated in proportion to the number of days of the annual leave year remaining when they begin their employment. Similarly, leave entitlement for an employee leaving the City of London is calculated in proportion to the number of days from the start of the leave year up to the date employment ends. Any fractions of days will be rounded up or down to the nearest half day.
15. When an employee transfers from, or to, another Local Authority, their outstanding leave entitlement shall transfer with them, subject to local arrangements.
16. Retiring employees will be eligible for the full leave entitlement for the year in which their retirement takes place.
17. Employees leaving the City of London's service may be required to take any outstanding leave due to them before their last day of service. Where this is not practical, the employee shall be paid for any outstanding annual leave. If the employee has taken more annual leave than due to them at the point their employment ends, they shall reimburse the City of London for the excess leave taken. The City of London may, at its discretion, deduct the appropriate amount from any salary or other sums owing to the employee.

## **Bank and Public Holidays**

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18. All employee are entitled, unless their contract specifies otherwise, to a day's paid leave in respect of each Bank / Public Holiday, or to a day off in lieu if they are required to work on a Bank / Public Holiday as part of their basic working week (subject to paragraph 10). The timing of the day off in lieu shall be determined by the Chief Officer after considering the employee's wishes.
19. Where a Bank or Public Holiday falls on an employee's rostered rest day / day off, a substitute rest-day/day-off shall (subject to paragraph 10) be allocated by the Chief Officer, after considering the employee's wishes.

## **Maternity and Adoption Leave**

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20. Annual leave and Bank/Public holidays continue to accrue during maternity and adoption leave, however, carry over of days from one leave year to the next remains governed by the rules in [paragraph 6](#).

## **Annual Leave and Sickness**

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21. Where sickness occurs during a period of annual leave, credit will be given for the equivalent leave lost, providing the employee notifies their department of their ill health as per the notification requirements set out in the [Attendance Management Policy](#).

### Unpaid Leave (Lost Time)

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- 22.** Where approval has been given for an employee to take unpaid leave, the rate of pay deducted will be calculated based on the employee's normal hourly rate, calculated from their normal gross pay.

### Responsibilities

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- 23.** Managers are responsible for checking there is adequate staff cover to meet the demands of the service prior to authorising annual leave requests.

### Monitoring

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- 24.** Managers will monitor the annual leave records of their employees to ensure that all leave taken is accurately recorded. Managers will also monitor employees' annual leave balances, to ensure that annual leave due to them is being taken during the leave year (e.g. employees are not left with large numbers of days to take in the final month of the year, which may cause disruptions to service delivery).

## CALCULATING ANNUAL LEAVE - WORKED EXAMPLES

### Non-5 day week or varying hours

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$$\left( \left( \text{FTE* Annual Leave entitlement} + 8 \text{ Bank Holidays} \right) \times 7 \text{ FTE* daily hours} \right) \times \frac{\text{Average weekly hours worked}}{35 \text{ FTE* weekly hours}} = \text{Annual Leave entitlement in hours}$$

\*FTE = Full time equivalent

### Employees working varying hours

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Employees working varying hours will have their annual leave expressed in hours.

#### Worked Example:

Mr S works for 26.5 hours each week, with different numbers of hours being worked each day. He is on Grade B and has 2 years continuous service. An equivalent employee working a regular 5 day week would be entitled to 24 days. Mr S's combined leave entitlement would therefore be correctly expressed as

$$((24 \text{ days annual leave} + 8 \text{ Bank Holidays}) \times 7) \times (26.5/35) = 169.6$$

This amount is rounded up and expressed as **170 hours**

### Employees working a non-5 day week

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Employees working a non-5 day week will have their leave entitlement expressed in whole days and hours.

#### Worked Example:

Mrs F works a 21 hour week made up of 3 x 7 hour days. She is on Grade C and has 5 years continuous service. An employee working a regular 5 days week would be entitled to 28 days annual leave. Mrs F's combined leave entitlement would therefore be:

$$((28 \text{ days annual leave} + 8 \text{ Bank Holidays}) \times 7) \times (21/35) = 151.2 \text{ rounded up to 152 hours and expressed as } \mathbf{21 \text{ days and 5 hours}}$$

### **Block workers e.g. term- time only in schools**

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Employees working an identifiable recurring pattern of working days or hours but who do not work every week of the year will have their entitlement expressed in weeks. Annual leave for block workers is effectively taken during the times they are not rostered to work e.g. for term time workers annual leave would be taken during the school holidays.

*For block workers whose leave entitlement exceeds the number of weeks they are not rostered to work, please contact Corporate HR*

Their entitlement is calculated as follows:

1. Calculate the annual leave entitlement in weeks for a FTE employee:  
 $((\text{FTE Annual Leave entitlement} + 8 \text{ Bank Holidays}) / 5) = \mathbf{A}$
2. calculate the number weeks actually worked by the equivalent employee each year:  
 $52 - \mathbf{A} = \mathbf{B}$
3. Calculate the number of weeks annual leave due to the block worker:  
 $(\text{Number of weeks contracted to work} / \mathbf{B}) \times \mathbf{A}$

### **Worked Example:**

Ms A. is contracted to work 21 hours per week over 38.2 weeks in 4 pre-defined blocks during the year. She is on Grade C and has 10 years continuous service. Ms A's combined leave entitlement would, therefore, be:

1.  $(29 + 8) / 5 = \mathbf{7.4 \text{ weeks (A)}}$
2.  $52 - \mathbf{7.4} = \mathbf{44.6 \text{ (B)}}$
3.  $(38.2 / \mathbf{44.6}) \times \mathbf{7.4} = 6.34 \text{ weeks annual leave}$

*Please Note: in this example Ms A's pay would be based on*

*$38.2 + 6.34 = 44.54 \text{ weeks worked each year.}$*

### **Any other anomalies**

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Contact Corporate HR for advice.

**PROTECTED ANNUAL LEAVE ENTITLEMENTS FOR EMPLOYEES APPOINTED  
PRIOR TO 30 JUNE 1997**

APPLICABLE <b>ONLY</b> TO EMPLOYEES APPOINTED TO THE CITY OF LONDON CORPORATION <b>PRIOR TO 30 JUNE 1997</b>						
Annual leave band	Previous Employee Grades	Continuous Service* in years				
		Min.	5	10	15	20
Band 1	Up to, and including Grade JE4	25	30	31	32	33
Band 2	Grades JE5 and JE6	26	30	31	32	33
Band 3	From Grade JE7 upwards including Chief Officers	30	31	34	35	36

*\* Within the City of London Corporation and Public Authority Services to which the Redundancy Payments (Local Government) (Modification) Orders apply*

The terms of the protection also state:

Employees promoted from old Band 1 or old Band 2 to old Band 3 after June 1997 shall receive the new Band 2 entitlement shown at paragraph 11 of the main scheme.

Employees promoted from old Band 1 to old Band 2 will continue to receive the old Band 1 annual leave entitlement. They will not be assimilated to new Band