

February 2016

HUMAN RESOURCES

ANNUAL LEAVE



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I. Entitlement

- 1.1 The basic entitlement incorporating concessionary and statutory days are as follows

Staff groups	Up to 5 years Local Government service	5 years and over continuous Local Government service
Staff covered by the NJC for Local Government Services (i.e. the “Green Book”)	27 plus 1 concessionary day Total = 28	30 plus 1 concessionary day Total = 31
Building & Civil Engineering , Electricians, and Engineering Craftspeople	21 plus 3 statutory and concessionary days Total = 24	26 plus 3 statutory and concessionary days Total = 29

NB: The total days exclude Bank and Public Holidays which need to be taken in addition to the above basic entitlements.

- 1.2 Royal Greenwich reserves the right to impose the fixed concessionary day within Directorates to meet local circumstances. For example staff could be asked to take a day specified by Royal Greenwich as annual leave (using the concessionary day rolled into annual leave) due to a very quiet period or reduced demand for services.
- 1.3 Where additional leave is awarded at five years continuous service, this will take effect in that leave year on a proportionate basis. For example, an employee commencing in October would be entitled to a proportion of the additional leave five years later from October to end of the leave year.
- 1.4 Employees who had a greater entitlement to annual leave, than that detailed above, at the implementation of the Single Status Agreement (1st April 2008), have this higher rate protected for the length of their service with Royal Greenwich.
- 1.5 For those employed in schools, different arrangements may apply and the position should be checked with the particular School.

2. Bank Holiday entitlement for part timers

- 2.1 All staff employed on contracts less than full time hours are entitled to benefit from Bank Holidays in the same way as full time employees but on a pro-rata basis. For example, most contracts are based on 35 working hours per week and there are 8 Bank Holidays in the year. An employee working two days a week contracted to work 14 hours would be entitled to $14/35 \times 8 = 3.2$ bank holidays. As pro-rata calculations often do not give whole numbers it is sometimes easier to work out the remainder in hours. So in this example the employee would be entitled to 3 paid Bank Holidays and 1.5hrs (rounded up from 1.4) which would be credited to be taken at a later date.
- 2.2 Most Bank Holidays tend to fall on a Monday and a part time worker may be

contracted to work on this day. Using the above example, if they have an entitlement of 3.2 days and over the year they will work over 5 bank holidays which all are a Monday, then they will still be paid for the Bank Holiday (they will not be required to work them) but the remaining 1.8 days will need to be 'made up' another time during the year. The same applies to making up hours where other days worked fall on a Bank Holiday.

- 2.3 A simple system should be applied where the part timer's entitlement to Bank Holidays are calculated first and then hours or days need to be credited or debited depending on the bank holidays that fall over the employee's working week.
- 2.4 All staff required to work on a Bank Holiday shall, in addition to the normal pay for that day, be paid at plain time for the hours worked. Also, for work done on the Bank Holiday, there shall be allowed at a later date paid leave as follows:-
- a. when the time worked is less than half the number of hours normally worked on that day - half day off.
 - b. when the time worked is half or more than half the number of hours normally worked on that day - full day off.

3. Calculating leave for those working a non-standard week

- 3.1 For part time employees or those working non-standard days, leave is calculated and taken in hours rather than days.
- 3.2 To calculate hours per year, take days annual leave x 7 hours /35 hours x contracted weekly hours = hours per year leave

4. Calculating leave for those joining part way through the leave year

- 4.1 Employees who join Royal Greenwich part of the way through the leave year are entitled to take paid annual leave proportionate to the leave year that remains. Days remaining in the month joined should be included. Where there is a fraction in the calculation of accrued leave to be taken, that fraction should be rounded-up to a half-day or whole day, as appropriate.

[Please see Annual Leave calculator](#)

5. Calculating annual leave entitlement on termination of employment

- 5.1 Where an employee is leaving Royal Greenwich's employment, they should normally take any leave that is due prior to the expected date of departure. Any actual overpayment in respect of leave taken, at the time that employees leave, will be recovered by means of a deduction from pay.

6. Carry over of annual leave

- 6.1 Employees are entitled to carry over up to 5 days annual leave (pro rata for part-time employees) into the following leave year. In exceptional circumstances and with chief officer approval first, more than 5 days can be carried over.
- 6.2 Leave which is carried over may not be accumulated over a number of years but must be taken in the leave year following the authorised carry over and no later than the end of the leave year.

7. Sickness Absence and Annual Leave

- 7.1 Employees absent because of long-term sickness who are prevented from taking their annual leave entitlement have a right to carry over any leave accrued (to a maximum of the difference between what leave they have already taken and the statutory four week entitlement) to the following leave year, but must use such leave within the following year. Additional Royal Greenwich entitlement can not be carried over.
- 7.2 Employees that are absent from work on sick leave, are entitled to holiday pay in lieu of untaken statutory holiday on termination of employment whether or not they have requested to take the holiday, or carry it over, during the relevant year. This is limited to 4 weeks only and is calculated pro-rata based on the employee's leave date.

8. Payment for annual leave outstanding at last day of service

- 8.1 There are exceptional circumstances whereby management should authorise payment to any employee for annual Leave or sabbatical Leave outstanding at the last day of service as outlined below

Reason for leaving	Outstanding annual leave
Resignation	Normally taken before last day of service. If not practical (management decision) then employee has option to (a) add to notice period equal to number of days of leave outstanding or (b) to be paid in lieu
Normal Retirement	Should normally be taken before Last Day of Service. If this is not practical (management decision), then employee to be paid in lieu.

Ill Health Retirement	To be paid in lieu.
Dismissal Without Notice	To be paid in lieu
Dismissal With Notice	To be taken before Last Day of Service. If this is not practical (management decision) then employee to be paid in lieu.
Redundancies	To be taken before last day of service. If this is not practical (management decision) then employee will be paid in lieu
Death in service	To be paid in lieu

9. Further information

- 9.1 For further information or advice on any aspect of this procedure, please contact the HR Professional Services.

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HR Professional Services

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I	Policy Launched	Oct 2012
I.1	Minor amendment – HR Professional Services	Mar 2015
I.2	Minor amendment – HR Professional Services	Feb 2016