

# How do I?

To book annual leave via the ESS/IBC portal, click [here](#) and search for 'My Leave Requests', select your desired leave days, and click 'send' in the bottom right hand corner, to send your leave request to your manager. You can check 'My Leave Requests' at any time to see if your request has been approved, using the key provided on that page.

To amend or cancel leave requests, search 'My Leave Requests', select history in the bottom right hand corner of the screen, and then on the left hand side select the relevant day(s) and select change or withdraw (bottom right hand side).

To buy annual leave you need to complete this form and send to your line manager for approval: [Buying Additional Leave Form.doc](#) (only available during windows).

## Introduction

Annual leave is an important part of your benefits package and enhances your work, life balance. It's a chance to recharge your batteries and refresh. We think a rested employee is more productive, creative and engaged so we encourage everyone to take all of their annual leave during the annual leave year. This is an overview of annual leave entitlements plus information about requesting, authorising and carrying over leave.

## Annual Leave Year

The annual leave year runs from 1 April to 31 March.

## Booking Leave

Requests for annual leave are made to your line manager via ESS. Please don't book any holidays until it is approved.

## Annual Leave Entitlement Calculation

Your leave entitlement is based on your band and length of service. This is calculated automatically on IBC.

## Part time Employees

Part-time employees are entitled to exactly the same holiday as full-time employees but on a pro-rata basis based on the number of hours that are worked each week.

IBC automatically calculates the holiday plus the pro rata bank holiday hours for part time employees so staff don't need to do this.

Bank Holidays are taken care of by IBC so you don't lose out if you never work on a Monday as IBC automatically calculates and allocates the appropriate hours against any Bank holidays based on the employee hours and work pattern.

The hours that are showing as holiday entitlement in IBC are purely for annual leave and part-time employee will no longer need to remember to book the hours for bank holidays as IBC has already done this for them.

To ensure that your holiday entitlement is correct it is vital that part time employees keep their working pattern up to date on IBC, your manager will be able to do this for you via manage work patterns on IBC.

## Term-Time only

Annual leave and bank holidays for term-time only staff are calculated in the same way but you must take your leave during school holidays.

## Zero Hour Contracts/Casual Workers

Staff on these variable contracts are entitled to the statutory minimum holiday [5.6 weeks' (inclusive of bank and public holidays)] per annual leave year. This is calculated on a pro rata basis depending on the number of hours that you have worked, which comes out as the equivalent of 12.07% of each hour worked. Rather than take leave we add this to your salary.

## Buying Additional Annual Leave

Sometimes we all need additional flexibility to help with our commitments outside of work. Whether it's to plan the holiday of a lifetime, moving house or to help with care arrangements. You can apply to buy up to 10 days (72 hours) annual leave in any leave year (pro-rata for part time staff).

**Applications to buy leave can be made twice a year, in either April or September.**

The cost of the additional leave will be based on your salary and deducted in monthly instalments during the leave year in which you buy it. So if your application is submitted and approved in April, deductions will be made over an 11 month period from May to March. If your application is submitted and approved in September, deductions will be made over 6 months from October to March.

You can only purchase additional annual leave once a year, during the April window, or the September window - but not both.

Once you have purchased additional annual leave it cannot be banked to the following leave year or sold back.

Where it is not possible to accommodate your request, your manager will discuss the reasons with you and provide a written response detailing those reasons. There will be no right of appeal against the decision.

If you leave the Council before the end of the leave year, you will need to take all additional leave purchased before your last day of service. The cost of any outstanding amount due for the leave purchased will be deducted from your final salary.

If you work term-time only you cannot purchase additional leave as you cannot take leave during term-times.

To buy annual leave you need to complete [this form \(only available during windows\)](#) and send it to your line manager for approval. Once approved, your manager will need to return the form to the Retained HR contact mentioned on the form. Retained HR will calculate the cost of the monthly deductions; and will seek confirmation from the employee and the manager to initiate the deductions. Once the employee agrees to the deductions the manager will have to amend the employee's leave quota via the 'Manage Absence Quotas' tab. The completed form should then be uploaded on the employee's record via the 'Manage ePF' tab.

## Banked leave

Banking annual leave gives you the flexibility to save up untaken annual leave for anything from an extended holiday to a break from work. You can bank up to 5 days a year up to a maximum of 20 days (pro rata for part time employees) .

To use your banked leave, search 'My Leave Requests', and select from the drop down menu 'Banked Leave'. If you leave the Council before you have taken your banked leave your last day of service will be extended as payment will not be made for leave not taken.

If you have unused annual leave at the end of March, WCC policy allows you to bank up to a maximum of 5 days annual leave from the current year to use any time within the next 5 years. To bank this leave, your line manager will need to process this in the IBC Portal for you:

- Go to IBC Portal
- Go to My Team
- Select employee
- Click on 'manage absence quotas'
- Click on Bank leave
- Amend the quota amount (36 hours is the maximum i.e. 5 days = 7.2 hours per day)
- Submit

## Annual Leave during Sickness Absence

You continue to accrue annual leave whilst off sick and you are allowed to take annual leave during your sickness absence. However if you are unable to take your leave before the end of the leave year because of your sickness, you are entitled to carry over a maximum of 20 days to the next leave year which should be taken within 12 months of the end of the leave year when it was accrued.

If you fall ill while on annual leave and comply with the Council's sickness absence notification procedure, you can change your annual leave to sick leave as long as we have received a fit note from your GP or any other acceptable documentary evidence.

## Annual Leave during Parental Leave

You continue to accrue annual leave, including bank holidays, during the period of family leave in the normal way. You are encouraged to take your outstanding annual leave before you return to work.

You will normally only be allowed to carry over a maximum of 5 days leave into the next leave year after your return, unless it has not been possible to take it. Your manager will need to process this.

If you change to part time hours on your return, you must take your outstanding full time annual leave allowance prior to returning.

## Leaving the Council

You should take all outstanding annual leave, including banked leave and additional purchased leave before you leave the Council as payment will not normally be made for outstanding leave.

# Manager's Responsibilities

## Authorising Leave

When you receive a request for annual leave you will receive an alert in your inbox in the IBC Portal, and should reply promptly. You should try and accommodate requests where reasonably possible. If you refuse a request, speak to your member of staff so they understand the reasons it cannot be accommodated.

## Calculating Leave Quotas

For employees on standard terms and conditions and working patterns, annual leave quotas will be uploaded automatically on IBC in November each year.

Where employees start part way in the leave year or are on a non-standard work pattern, the manager will need to calculate their annual leave quota and enter it on IBC manually, under the 'Manage Absence Quotas' in the IBC Portal.

Where employees are entered on IBC after 1 November, in addition to a pro-rated current leave year's quota, managers will also need to manually add the next leave years quota. This is because the timeline for adding leave quotas automatically has passed.

Where due to the mid-year changes an annual leave quota changes or becomes negative, managers will need to ensure that a manual record is kept and to deduct any negative amount from the next year's quota manually.

When an employee leaves the Council having taken more annual leave than they are entitled to, the manager will make a deduction during the leaving process via the 'Manage One Off Payment' App, and appropriate adjustments will be made to their final pay.

Guidance on undertaking these tasks can be found [here](#).

# Annual Leave Chart \*

## (Full Time Employees)

Broad Band	Basic (0 – 5 years Continuous Service)	On Completion of 5 Years** Continuous Service
Band 1	26 (187 hours)	30 (216 hours)
Band 2	26 (187 hours)	30 (216 hours)
Band 3	28 (202 hours)	30 (216 hours)
Band 4	30	30

	(216 hours)	(216 hours)
Band 5	30 (216 hours)	30 (216 hours)
Band 6	30 (216 hours)	30 (216 hours)
Band 7	30 (216 hours)	30 (216 hours)

\* Annual leave entitlement in the table excludes bank holidays

\*\*After completing 5 years service an employee becomes entitled to additional leave from the date of their fifth completed year of service.

IBC will automatically calculate this adjusted leave quota for all staff on standard terms and conditions

**Standard Day:** A "standard" day is 7 hours 12 minutes (i.e. 7.2 hours) based on a 36 hour week

Employees joining or leaving the Council part way through the leave year will be entitled to 1/52th of their annual leave entitlement for each completed week of work.

Annual leave in days: (FTE annual leave entitlement in days) / (52 weeks per year) x (number of weeks completed)

Annual leave in hours: (FTE annual leave entitlement in days) x (contractual weekly hours/5) / (52 weeks per year) x (number of weeks completed)

## Annual Leave and Bank Holiday Calculation

### Part Time Employees

Annual Leave and Bank Holiday Entitlement is pro-rated based on the number of hours the part time employees normally work. The calculation is expressed in hours.

#### Annual Leave Calculation

Annual leave entitlement in hours x hours contracted to work per week  
36

#### Bank Holiday Calculation

Contracted weekly hours (or average where hours vary) x number of bank holidays

Based on the employee's work pattern, IBC will automatically calculate the annual leave and bank holiday entitlement for part-time employees (except where an employee starts part way the leave year or their work pattern is non-standard), including making any necessary adjustments for bank holidays. The overall entitlement figure shown on the system includes the bank holiday entitlement.

### **Full-Time all year staff**

#### **Paid holidays for a full-time employee will be as follows:**

- 26/28/30 days annual leave (depending on Pay Band and length of service (see Appendix 1) + 8 bank holidays = 34/36/38 days leave in total
- There are 365 calendar days a year - 104 weekends = 261 working days per annum
- 261 working days less 34/36/38 days holidays = 227/225/223 actual days worked for full-time employees

Each working day therefore accrues the following annual leave:

- 0.1498 of a day's leave (34/227) for those with 26 days AL, or 0.1600 of a day's leave (36/225) for those with 28 days AL or 0.1704 of a day's leave (38/223) for those with 30 days AL

### **Term-Time Only Employees**

On average, term-time only workers actually work 195 days per annum, (39 weeks in total), although in some areas terms may be shorter so this needs to be confirmed in each case.

Annual leave for term-time only workers will be calculated as follows:

- 195 days worked x 0.1498 leave accrual per day worked = 29.21 days annual leave incl. bank holidays (based on full time annual leave of 26 days)
- 195 x 0.1600 = 31.20 days annual leave incl. bank holiday (based on 28 days FTE leave)
- 195 x 0.1704 = 33.23 days annual leave incl. bank holiday (based on 30 days FTE leave)

### **Calculation of salary for Term-time only employees**

Term-time only employees will be paid for their working days plus pro-rated annual leave and bank holiday entitlement. They will be paid in equal 12 months instalments and their monthly pay will be calculated as follows:

For example employee working 195 day per week and entitled to 26 days leave (full time equivalent)

Employee will be paid 224.21 days per year (195 working days + 29.21 days of pro-rated leave incl. bank holidays)

Employee's pro-rated annual salary will be as follows:

Full time annual salary x 224.21 paid days per year

5 days per week x 52.14 weeks per year

Employee's monthly pay will be pro-rated annual salary divided by 12 monthly instalments

Where term-time only employee works less than 36 hours per week, then their annual leave salary will be adjusted accordingly:

(Full time annual salary x 224.21 paid days per year) x (hours worked per week)

(5 days per week) x (52.14 weeks per year) x (36 hours)