

Annual Leave Policy

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Equality, Diversity And Human Right Statement	The Trust is committed to an environment that promotes equality and embraces diversity in its performance both as a service provider and employer. It will adhere to legal and performance requirements and will mainstream Equality, Diversity and Human Rights principles through its policies, procedures, service development and engagement processes. This procedure should be implemented with due regard to this commitment.		
To be read in conjunction with / Associated Documents:	NHS Agenda for Change, Terms and Conditions of Service	Information Classification Label	<input type="checkbox"/> Unclassified
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1. Purpose

The aim of this Policy is to provide a uniform and equitable approach to the calculation of annual leave and bank holiday entitlements which take into account the entitlements and arrangements defined under Agenda for Change.

2. Scope

All employees are entitled to paid annual leave in accordance with the Working Time Regulations 1998 (amended 2007) and associated case law. The minimum statutory entitlement to paid annual leave is 28 days inclusive of Bank Holidays. National Agenda for Change Terms and Conditions give a more generous annual leave entitlement than the statutory provisions.

This policy sets out the process for calculating annual leave, defining the annual leave year and confirming General Public Holidays (Bank Holidays). The annual leave period runs annually from 1 April to 31 March.

The policy applies to all employees except for Bank, Medical & Dental staff.

3. Policy Content

3.1 Annual Leave Entitlement

The basic annual leave provisions under Agenda for Change are contained in Table 1. This entitlement includes the consolidation of two extra-statutory days which, for some staff, have previously been separately identified.

Employees who reach their 5th or 10th year of service will receive their extra entitlement pro rata within the annual leave year.

Table 1: Annual leave entitlement

Length of service	Annual leave plus bank holidays
On appointment	27 days + 8 days
After 5 years' service	29 days + 8 days
After 10 years' service	33 days + 8 days

The Trust Policy is to determine annual leave entitlement **in hours not days** for **all staff** regardless of whether the employee is full time or part time. The benefit for all Trust employees in calculating entitlement in hours is that this ensures equity for all by ensuring that staff who work variable hours/shifts receive the same leave as colleagues who work a standard pattern.

The calculation of annual leave entitlements pertaining to all staff is contained at Table 2. Hours have been rounded up or down to the nearest 0.5 decimal point (i.e., the nearest half hour).

In addition to annual leave entitlement, employees are entitled to eight paid Bank Holidays. In the case of part time staff this entitlement is pro-rata. The calculation of this entitlement is always proportional to the number of basic contracted hours worked. In this way, all employees have a fair and equitable, static entitlement rather than eligibility based solely on the normal days of work which would result in some part time employees never receiving the benefit of Bank Holidays unless they fall on their normal days of work. Similarly, this calculation based on the number of basic weekly contracted hours removes any potential for inequity in the case of staff whose working days vary. Table 3 contains the Bank Holiday entitlement for all staff per Bank Holiday and for a full leave year.

To calculate an employee's total leave entitlement inclusive of Bank Holidays, Tables 2 and 3 should be added together. They are shown separately so that the composition of an employee's full entitlement is clear.

It is expected that annual leave will normally be taken in periods of not less than half day.

3.2.1 Determining the length of reckonable service

All leave entitlements will be calculated by ESR (Electronic Staff Record) as this system holds details of all available previous service. Should there be any gaps in service staff will need to provide formal documentary evidence of any relevant, reckonable service.

3.3 Entitlement on joining

All new members of staff will be entitled to annual leave plus Bank Holidays in the year of joining the Trust, on a pro-rata basis.

All leave entitlements will be calculated by ESR as the system will hold details of all available previous service and will automatically account for incremental increases after 5 and 10 years' service, together with changes in contracted hours. Entitlements will be calculated on a daily basis for accuracy and leave will accrue immediately from commencement date. In addition, ESR will push entitlements to the Roster systems for operational use.

Annual leave entitlement for part years can be calculated manually using Tables 2 & 3 but figures must be pro-rata'd to the number of days in the leave year from start date to the end of the leave year (31st March). Alternatively appendix 7 details the Trust's Annual Leave calculator. The Bank Holiday hours entitlement will be based on the number of Bank Holidays remaining in the current leave year from the date of joining.

Example – A member of staff works 25 hours per week, their joining date is 24 August and they are new to the NHS:

The annual leave entitlement for a full leave year would be 135 hours. As they started on 24 August, there are 220 days from start date to 31st March. Divide 135 by 365 (no. of days in the year) and multiply by 220 and annual leave entitlement would

therefore be 81.4 hours. Bank Holiday hours must be added to this. This total will vary depending upon where the Bank Holidays fall during the calendar year but for the purposes of this example, assume that there are four Bank Holidays remaining in the leave year. Therefore, using Table 3, four Bank Holidays at five hours per Bank Holiday equates to 20 hours. Therefore, the total leave entitlement for the part leave year will be 81.4hrs plus 20hrs, equalling 125.5 hours to be taken by the 31 March.

3.4 Staff transferring from a previous NHS Trust

If a member of staff transfers from another NHS Trust, their annual leave entitlement will continue to accrue in the same way, and they will receive leave for the whole month.

3.5 Entitlement on changing contracted hours

Where staff change their contracted hours, this will result in a re-calculation of their annual leave entitlement. Calculations in these instances will be on a daily basis and based on the actual date of change. These calculations will be automatically actioned within ESR once a change to contracted hours/session is actioned. This highlights the importance of actioning changes in a timely manner for staff to receive the correct entitlement.

3.6 Term time contract working

For employees who work on a term time contract, their salary payments are calculated pro rata over the year, to include payments for annual leave and bank holidays.

Appendix 6 details the percentage of working hour that should be used to ensure that staff are paid correctly.

3.7 General Public Holidays (Bank Holidays)

A General Public Holiday shall be defined as a period of normal duty that starts within the period of 24 hours from midnight to midnight.

The eight Bank Holidays are:

- Good Friday (variable)
- Easter Monday (variable)
- May Day Bank Holiday (1st Monday of May)
- Spring Bank Holiday (last Monday in May)
- August Bank Holiday (last Monday in August)
- Christmas Day Bank Holiday (actual day if Mon-Fri, otherwise closest next working day)
- Boxing Day (actual day if Mon-Fri, otherwise closest next working day)
- New Years Day (actual day if Mon-Fri, otherwise closest next working day)

All employees are entitled to eight paid Bank Holidays in the leave year. In the case of part time staff; this will be a proportionate number of Bank Holiday hours based on their basic weekly contracted hours. Table 3 identifies this actual hours entitlement pro-rata per bank holiday and for the total leave year. The total leave entitlement is

calculated by adding their annual leave entitlement per Table 2 to the Bank Holiday hours entitlement in Table 3.

On every occasion that an employee takes paid time off on a Bank Holiday as part of their basic week, the appropriate deduction of their normal basic working hours for that day will be made from their overall entitlement (Table 2 and 3 combined). Where operationally possible and subject to mutual agreement, an employee may change their days of working during a Bank Holiday week and therefore retain their leave entitlement in respect of the Bank Holiday. This can then be taken as time off at another time.

Example – Employee A is not required to work on May Bank Holiday. Their normal contracted hours of work are 18 per week; they would normally work six hours on a Monday and they have less than 5 years' service. Using the above principle, six hours will be deducted from their total entitlement of 126 hours.

Example – Employee B works 30 hours per week. They would normally work 7.5 hours on a Monday and have over 10 years' service. They are required to work on May Bank Holiday so their leave entitlement remains intact as this day has not been taken off as leave. They are not required to work on August Bank Holiday so 7.5 hours will be deducted from their total leave entitlement of 246 hours.

It is suggested, in the case of employees who are **never** required to work on any Bank Holidays that fall on a normal working day (i.e. office workers where the service is closed on Bank Holidays), that at the beginning of the leave year, Managers and staff make the appropriate total Bank Holidays deduction (using Table three) so that the balance of leave entitlement is identified and recorded. Clearly, this deduction cannot be made if the employees working days vary.

There will be some years when **more (or less) than 8** Bank Holidays fall within the leave year simply because Bank Holidays follow the calendar year and the Easter Bank Holidays can be in March or April. When this situation arises the appropriate hours adjustment i.e. plus or minus, will need to be made using the final column of Table three.

3.8 Carry-over of annual leave

The Trust expects that within the annual leave year staff should be provided with the opportunity to take all their annual leave. In **exceptional** circumstances, up to one week of basic contracted hours may be carried over to the following year, with the agreement of the Manager.

Where staff members have, exceptionally, been prevented from taking their leave due to service demands then, again, the amount carried forward will be expressed in contracted hours and this should not normally exceed one week.

You must contact HR for advice regarding exceptional circumstances.

3.9 Sickness occurring during annual leave or Bank Holidays

If an employee falls sick whilst on annual leave, then in accordance with the Trust’s Sickness Management Policy, the period covered will be treated as sick leave, allowing the employee to take the annual leave another time. In accordance with Agenda for Change Terms and Conditions, employees will **not** be entitled to an additional day off if sick on a Bank Holiday that they would otherwise have been required to work as part of their basic week.

Please refer to the Trust’s Sickness Management Policy for guidance on sickness absence and annual leave.

Employees who have been off on long term sick will accrue annual leave at the normal contractual rate. An employee on long term sick can carry over leave in line with section 13 of the Working Time Regulations 1998, i.e. maximum 20 days per leave year.

3.10 Annual leave entitlement on leaving

Staff who leave the Trust will accrue leave entitlement up to the day they leave the organisation, and entitlement will be calculated daily per Table 2, less any annual leave taken plus the benefit of any outstanding Bank Holiday hours for Bank Holidays that have occurred in the leave year prior to the date of leaving.

Any outstanding leave will need to be taken prior to the employee leaving the organisation. Where this is not possible, further discussion would be required with the Senior Manager for the area and the Workforce teams.

Where total leave taken exceeds the accrued total leave entitlement, an appropriate deduction will be made from final monies.

3.11 Agreement

This Policy has been jointly agreed by Management and Trade Unions in partnership under the arrangements for implementation of Agenda for Change.

4. Exceptions

No exceptions.

5. Monitoring of compliance

Minimum requirement to be monitored	Process for monitoring e.g. audit/ review of incidents/ performance management	Job title of individual(s) responsible for monitoring and developing action plan	Minimum frequency of monitoring	Name of committee responsible for review of results and action plan	Job title of individual/ committee responsible for monitoring implementation of action plan

6. Relevant regulations, standards and references

- Agenda for Change National terms and conditions
- Working Time Regulations 1998 (Amended 2007)

7. Equality, diversity and human right statement

The Trust is committed to an environment that promotes equality and embraces diversity in its performance as an employer and service provider. It will adhere to legal and performance requirements and will mainstream equality, diversity and human rights principles through its policies, procedures and processes. This policy should be implemented with due regard to this commitment.

To ensure that the implementation of this policy does not have an adverse impact in response to the requirements of the Equality Act 2010 this policy has been screened for relevance during the policy development process and a full impact assessment conducted where necessary after appropriate consultation. The Trust will take remedial action when necessary to address any unexpected or unwarranted disparities and monitor workforce and employment practices to ensure that this policy is fairly implemented.

The Trust will endeavour to make reasonable adjustments to accommodate any employee with particular equality and diversity requirements in implementing this policy and procedure. This may include accessibility of meeting venues, providing translation, arranging an interpreter to attend meetings, extending policy timeframes to enable translation to be undertaken, or assistance with formulating any written statements.

8. Legal requirements

This document meets legal and statutory requirements of the EU General Data Protection Regulation (EU 2016/679) and all subsequent and prevailing legislation. It is consistent with the requirements of the NHS Executive set out in Information Security Management: NHS Code of Practice (2007) and builds upon the general requirements published by NHS Digital/Connecting for Health (CfH).

9. Appendices

Appendix 1: Equality Impact Assessment

Title	
Strategy/Policy/Standard Operating Procedure	
Service change (Inc. organisational change/QEP/ Business case/project)	
Completed by	
Date Completed	

Description *(provide a short overview of the principle aims/objectives of what is being proposed/changed/introduced and the impact of this to the organisation)*

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Who will be affected *(Staff, patients, visitors, wider community including numbers?)*

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The Equality Analysis template should be completed in the following circumstances:

- **Considering developing a new policy, strategy, function/service or project(Inc. organisational change/Business case/ QEP Scheme);**
- **Reviewing or changing an existing policy, strategy, function/service or project (Inc. organisational change/Business case/ QEP Scheme):**
 - If no or minor changes are made to any of the above and an EIA has already been completed then a further EIA is not required and the EIA review date should be set at the date for the next policy review;
 - If no or minor changes are made to any of the above and an EIA has NOT previously been completed then a new EIA is required;
 - Where significant changes have been made that do affect the implementation or process then a new EIA is required.

Please note the results of this Equality Analysis will be published on the Trust website in accordance with the Equality Act 2010 duties for public sector organisations.

Section 1 should be completed to analyse whether any aspect of your paper/policy has any impact (positive, negative or neutral) on groups from any of the protected characteristics listed below.

When considering any potential impact you should use available data to inform your analysis such as PALS/Complaints data, Patient or Staff satisfaction surveys, staff numbers and demographics, local consultations or direct engagement activity. You should also consult available published research to support your analysis.

Section 1 – Initial analysis

Equality Group	Any potential impact? Positive, negative or neutral	Evidence <i>(For any positive or negative impact please provide a short commentary on how you have reached this conclusion)</i>
Age <i>(Consider any benefits or opportunities to advance equality as well as barriers across age ranges. This can include safeguarding consent, care of the elderly and child welfare)</i>		
Disability <i>(Consider any benefits or opportunities to advance equality as well as impact on attitudinal, physical and social barriers)</i>		
Gender Reassignment <i>(Consider any benefits or opportunities to advance equality as well as any impact on transgender or transsexual people. This can include issues relating to privacy of data)</i>		
Marriage & Civil Partnership <i>(Consider any benefits or opportunities to advance equality as well as any barriers impacting on same sex couples)</i>		
Pregnancy & Maternity <i>(Consider any benefits or opportunities to advance equality as well as impact on working arrangements, part time or flexible working)</i>		
Race <i>(Consider any benefits or opportunities to advance equality as well as any barriers impacting on ethnic groups including language)</i>		
Religion or belief <i>(Consider any benefits or opportunities to advance equality as well as any barriers effecting people of different religions, belief or no belief)</i>		
Sex <i>(Consider any benefits or opportunities to advance equality as well as any barriers relating to men and women eg: same sex accommodation)</i>		

<p>Sexual Orientation <i>(Consider any benefits or opportunities to advance equality as well as barriers affecting heterosexual people as well as Lesbian, Gay or Bisexual)</i></p>		
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If you have identified any **positive** or **neutral** impact then no further action is required, you should submit this document with your paper/policy in accordance with the governance structure.

You should also send a copy of this document to the equality impact assessment email address.

If you have identified any **negative** impact you should consider whether you can make any changes immediately to minimise any risk. This should be clearly documented on your paper cover sheet/Project Initiation Documents/Business case/policy document detailing what the negative impact is and what changes have been or can be made.

If you have identified any negative impact that has a high risk of adversely affecting any groups defined as having a protected characteristic then please continue to section 2.

Section 2 – Full analysis

If you have identified that there are potentially detrimental effects on certain protected groups, you need to consult with staff, representative bodies, local interest groups and customers that belong to these groups to analyse the effect of this impact and how it can be negated or minimised. There may also be published information available which will help with your analysis.

<p><u>Is what you are proposing subject to the requirements of the Code of Practice on Consultation?</u></p>	<p>Y/N</p>
<p>Is what you are proposing subject to the requirements of the Trust’s Workforce Change Policy?</p>	<p>Y/N</p>
<p>Who and how have you engaged to gather evidence to complete your full analysis? (List)</p>	
<p>What are the main outcomes of your engagement activity?</p>	
<p>What is your overall analysis based on your engagement activity?</p>	

Section 3 – Action Plan

You should detail any actions arising from your full analysis in the following table; all actions should be added to the Risk Register for monitoring.

Action required	Lead name	Target date for completion	How will you measure outcomes

Following completion of the full analysis you should submit this document with your paper/policy in accordance with the governance structure.

You should also send a copy of this document to the equality impact assessment email address

Section 4 – Organisation Sign Off

Name and Designation	Signature	Date
Individual who reviewed the Analysis		
Chair of Board/Group approving/rejecting proposal		
Individual recording EA on central record		

Appendix 2: Roles and Responsibilities

Role	Responsibility
Chief Executive	The Chief Executive, as accountable officer, has the responsibility to ensure that there are effective systems in place to support staff and promote work/life balance which can be delegated to an appropriate Executive Director who will ensure that the systems are implemented.
Chief People Officer	The Chief People Officer must ensure that there are policies and systems in place with regards to supporting staff and promoting work/life balance.
Business Resources Human	<ul style="list-style-type: none"> • Promote the policy and give general guidance and support to managers and staff. • Monitor and review the implementation and operation of the policy
Line Managers	<ul style="list-style-type: none"> • Ensure staff are aware of their entitlements under this policy • Give reasonable consideration to all requests for annual leave from members of staff • Be fair and equitable in the granting of leave to staff • Maintain records of annual leave
Employees	Must comply with the arrangements detailed within this policy for applying for annual leave.

Appendix 3: Annual Leave Entitlement (table 2)

Agenda for Change: Annual leave entitlement for complete years exclusive of Bank 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	200.0	214.5	244.0
36.5	197.0	211.5	241.0
36.0	194.5	209.0	237.5
35.5	191.5	206.0	234.5
35.0	189.0	203.0	231.0
34.5	186.5	200.0	227.5
34.0	183.5	197.0	224.5
33.5	181.0	194.5	221.0
33.0	178.0	191.5	218.0
32.5	175.5	188.5	214.5
32.0	173.0	185.5	211.0
31.5	170.0	182.5	208.0
31.0	167.5	180.0	204.5
30.5	164.5	177.0	201.5
30.0	162.0	174.0	198.0
29.5	159.5	171.0	194.5
29.0	156.5	168.0	191.5
28.5	154.0	165.5	188.0
28.0	151.0	162.5	185.0
27.5	148.5	159.5	181.5
27.0	146.0	156.5	178.0
26.5	143.0	153.5	175.0
26.0	140.5	151.0	171.5
25.5	137.5	148.0	168.5
25.0	135.0	145.0	165.0
24.5	132.5	142.0	161.5
24.0	129.5	139.0	158.5
23.5	127.0	136.5	155.0
23.0	124.0	133.5	152.0
22.5	121.5	130.5	148.5
22.0	119.0	127.5	145.0
21.5	116.0	124.5	142.0
21.0	113.5	122.0	138.5
20.5	110.5	119.0	135.5
20.0	108.0	116.0	132.0
19.5	105.5	113.0	128.5

Table 2 continued...

Weekly basic contracted hours	On appointment	After 5 years service	After 10 years service
	27 DAYS	29 DAYS	33 DAYS
	Hours equivalent:		
19.0	102.5	110.0	125.5
18.5	100.0	107.5	122.0
18.0	97.0	104.5	119.0
17.5	94.5	101.5	115.5
17.0	92.0	98.5	112.0
16.5	89.0	95.5	109.0
16.0	86.5	93.0	105.5
15.5	83.5	90.0	102.5
15.0	81.0	87.0	99.0
14.5	78.5	84.0	95.5
14.0	75.5	81.0	92.5
13.5	73.0	78.5	89.0
13.0	70.0	75.5	86.0
12.5	67.5	72.5	82.5
12.0	65.0	69.5	79.0
11.5	62.0	66.5	76.0
11.0	59.5	64.0	72.5
10.5	56.5	61.0	69.5
10.0	54.0	58.0	66.0
9.5	51.5	55.0	62.5
9.0	48.5	52.0	59.5
8.5	46.0	49.5	56.0
8.0	43.0	46.5	53.0
7.5	40.5	43.5	49.5
7.0	38.0	40.5	46.0
6.5	35.0	37.5	43.0
6.0	32.5	35.0	39.5
5.5	29.5	32.0	36.5
5.0	27.0	29.0	33.0
4.5	24.5	26.0	29.5
4.0	21.5	23.0	26.5
3.5	19.0	20.5	23.0
3.0	16.0	17.5	20.0
2.5	13.5	14.5	16.5
2.0	11.0	11.5	13.0
1.5	8.0	8.5	10.0
1.0	5.0	6.0	6.5
0.5	2.0	3.0	3.5

Appendix 4: Bank Holiday Timetable (Table 3)

Agenda for Change: Calculation of Bank Holiday Entitlement

Weekly Basic Contracted Hours	Entitlement for full leave year (in hours)	Entitlement per Bank Holiday (in hours)
37.5	60.0	7.5
37.0	59.0	7.4
36.5	58.5	7.3
36.0	57.5	7.2
35.5	57.0	7.1
35.0	56.0	7.0
34.5	55.0	6.9
34.0	54.5	6.8
33.5	53.5	6.7
33.0	53.0	6.6
32.5	52.0	6.5
32.0	51.0	6.4
31.5	50.5	6.3
31.0	49.5	6.2
30.5	49.0	6.1
30.0	48.0	6.0
29.5	47.0	5.9
29.0	46.5	5.8
28.5	45.5	5.7
28.0	45.0	5.6
27.5	44.0	5.5
27.0	43.0	5.4
26.5	42.5	5.3
26.0	41.5	5.2
25.5	41.0	5.1
25.0	40.0	5.0
24.5	39.0	4.9
24.0	38.5	4.8
23.5	37.5	4.7
23.0	37.0	4.6
22.5	36.0	4.5
22.0	35.0	4.4
21.5	34.5	4.3
21.0	33.5	4.2
20.5	33.0	4.1
20.0	32.0	4.0
19.5	31.0	3.9

Table 3 continued...

Weekly basic contracted hours	Entitlement for full leave year (in hours)	Entitlement per Bank Holiday (in hours)
19.0	30.5	3.8
18.5	29.5	3.7
18.0	29.0	3.6
17.5	28.0	3.5
17.0	27.0	3.0
16.5	26.5	3.3
16.0	25.5	3.2
15.5	25.0	3.1
15.0	24.0	3.0
14.5	23.0	2.9
14.0	22.5	2.8
13.5	21.5	2.7
13.0	21.0	2.6
12.5	20.0	2.5
12.0	19.0	2.4
11.5	18.5	2.3
11.0	17.5	2.2
10.5	17.0	2.1
10.0	16.0	2.0
9.5	15.0	1.9
9.0	14.5	1.8
8.5	13.5	1.7
8.0	13.0	1.6
7.5	12.0	1.5
7.0	11.0	1.4
6.5	10.5	1.3
6.0	9.5	1.2
5.5	9.0	1.1
5.0	8.0	1.0
4.5	7.0	0.9
4.0	6.5	0.8
3.5	5.5	0.7
3.0	5.0	0.6
2.5	4.0	0.5
2.0	3.0	0.4
1.5	2.5	0.3
1.0	1.5	0.2
0.5	1.0	0.1

Appendix 5: Hours payable for term time contracts

In order to calculate an individual working term time will be paid, you will require the following information:

1. How many hours per week will they be physically working during term time?
2. How many years NHS service do they have?
3. How many weeks of the years will be term time? (usually 38, 39 or 40)

You will then need to use the relevant column in the table based on whether the individual will be working 38, 39 or 40 weeks. Refer to the respective row based on their NHS service will give you the percentage of contracted hours payable. Multiply the Contracted Hours Payable percentage by the number of hours per week the individual will be physically working to calculate the hours that will be recorded in ESR to be paid.

Example 1:

1. Individual works 37.5 hours per week
2. They have 6 years NHS service
3. They will be working 39 weeks term time

Column 39 weeks, row 5-10 years service details the contracted hours payable is 87.16%.

87.16% of 37.5 hours is 32.69, therefore 32.69 should be the contracted hours per week recorded in ESR.

Example 2:

1. Individual works 20 hours per week
2. They have 2 years NHS service
3. They will be working 38 weeks term time

Column 38 weeks, row under 5 years service details the contracted hours payable is 84.18%.

84.18% of 20 hours is 16.84, therefore 16.84 should be the contracted hours per week recorded in ESR.

Example 3:

1. Individual works 32 hours per week
2. They have 13 years NHS service
3. They will be working 40 weeks term time

Column 40 weeks, row over 10 years service details the contracted hours payable is 91.03%.

91.03% of 32 hours is 29.13, therefore 29.13 should be the contracted hours per week recorded in ESR.

Table 4: Calculation for percentage of contracted hours payable

Years of NHS Service	Number of weeks term time working		
	38 weeks	39 weeks	40 weeks
Under 5 years service	84.18%	86.39%	88.6%
5-10 years service	84.93%	87.16%	88.75%
Over 10 years service	86.48%	89.40%	91.03%

Appendix 6: Annual Leave Calculator

The below annual leave calculator can be used to determine an individual's entitlement to annual leave and bank holidays. Ensure you have the following before using this calculator;

- Start Date – *if a new starter*
- Contracted Hours
- Entitlement Level – *either on entry, 5 years', or 10 years' service*
- Leaving date – *if a staff member leaves within the leave year*

Part Year Calculations

The annual leave calculator will also allow calculation of part year entitlement values. This is useful for instances when staff leave or start. In order for part year calculations to work **all** fields must be completed. The number of bank holidays which fall in the leave year must also be manually added.



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