

<b>Reference Number:</b> <b>UHB 166</b> <b>Version Number: 4</b>	Date of Next Review: 25 September 2027 Previous Trust/LHB Reference Number: T/172
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## Annual Leave Procedure

### Introduction and Aim

Cardiff and Vale University Health Board (the UHB) recognises the importance of annual leave in improving our employees' quality of working life and supporting a good work-life balance. Annual leave provides employees with a chance to relax and recuperate in what can be a hard-working stressful environment. The purpose of annual leave is to have meaningful breaks from work at regular intervals throughout the year.

Additionally, the good management of annual leave by the employee and the manager is essential to the health and safety of the employee and the organisation. The aim is to avoid unnecessary accruals or deficits, which may result in an overpayment or a breach of the Working Time Regulations, NHS Terms and Conditions of Service and/or this policy.

Our aim of this procedure is to provide a uniform and equitable approach to the calculation of annual leave and bank holiday entitlements whilst recognising that there needs to be consistent service cover in order to be able to deliver an effective and safe service to our patients.

As a UHB we have a duty of care to our employees and we want to promote a workplace where our staff are supported with compassion, to ensure that their experience of work enables them to be healthier, happier in work, and able to be at their best.

### Objectives

- To support a positive and healthy work-life balance for staff
- To ensure that service needs are balanced with individual needs
- To provide comprehensive information to employees and managers on their annual leave entitlements
- To ensure the fair, consistent and effective application of annual leave provisions
- To ensure employees are having regular meaningful breaks throughout the leave year


### Scope

This procedure applies to all staff employed by the UHB on Agenda for Change Terms and Conditions, Executive Directors and Very Senior Managers (VSMs)

Consultants and Career Grade Medical Staff should refer to the [Annual Leave Policy for](#)

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[Career Grade Medical and Dental Staff](#). Doctors in training posts on placement from Health Education & Improvement Wales (HEIW) should refer to the appropriate HEIW policies regarding annual leave entitlement.

<b>Documents to read alongside this Procedure</b>	<a href="#">Adaptable Workforce Policy</a> <a href="#">NHS Wales Flexible Working Policy</a> <a href="#">Maternity, Adoption, Paternity</a> and <a href="#">Shared Parental Leave Procedure</a> <a href="#">NHS Wales Managing Attendance at Work Policy</a> <a href="#">Special Leave Policy-All Wales</a> <a href="#">Reserve Forces Training and Mobilisation Policy</a> <a href="#">Payroll Underpayment/Overpayment Policy</a> <a href="#">Partnership and Recognition Agreement</a> <a href="#">Equality, Inclusion and Human Rights Policy</a> <a href="#">Unauthorised Absence Procedure</a> <a href="#">NHS Terms and Conditions of Service Handbook</a> <a href="#">Annual Leave Purchase Scheme Toolkit (sharepoint.com)</a> NHS Wales Protocol for Recognising Continuous Service  NHS Wales Protocol for Recognising Cor
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**Disclaimer**

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Governance Directorate](#).

Summary of reviews/amendments			
Version Number	Date Review Approved	Date Published	Summary of Amendments
1	29/01/2013	08/03/2013	Reformatted in UHB style. Supersedes Trust document ref. No: 172
2			Replaces previous Annual Leave Guidelines. Processes updated to reflect ESR self service No significant changes

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3	26/01/2021	26.02.21	<p>3.2 Updated employee responsibilities. Employees need to provide evidence of previous NHS service when considering their starting annual leave entitlement upon joining the UHB. Responsibility added whereby employees need to note error within that current leave year for it to be rectified.</p> <p>4.2 Reference added to annual leave calculator tool. Link to this also added.</p> <p>4.4 ESR process added on how to record annual leave being taken.</p> <p>4.4.4. Section added regarding booking of holidays, noting employees must not make payment for a holiday until annual leave is authorised by manager. If employee proceeds to go on holiday then disciplinary policy may be instigated. Managers must in turn respond to request in timely manner.</p> <p>6.4 Clarity added in relation to on-call shifts when a bank holiday occurs.</p> <p>7.2 Reference added to impact of a global pandemic on the carryover of annual leave into next financial years. Referring to Joint Statement from NHS Wales Welsh Partnership Forum.</p> <p>Appendix C – Removed from procedure</p>
3a	26/01/2024		<p>3.1 Annual leave entitlements amended to take account of additional annual leave day awarded by Welsh Government.</p> <p>Appendix A – entitlements amended</p>
4	25/09/2024	14/11/2024	Order and format of procedure amended to flow better. Certain sections that already existed have been moved accordingly

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			Manager and employee responsibilities re-worded
			3.2 Previous NHS service and Welsh public sector section added as Appendix C, rather than within body text
			4.4 Recording of annual leave section updated to reflect digital options and no paper option should be used
			4.5 Within Request for AL section – focus has been added for managers to handle these conversations compassionately
			4.6 Local Agreement section added to outline factors managers should consider when drafting local agreements in partnership
			6. Annual leave carryover during long term sickness slightly expanded upon to add more detail
			7.2 Sickness during Public/Bank Holiday - Statement added to reflect Welsh Partnership Forum on 24/7 shift workers - With regard to shift workers and other staff working in the 24/7 environment, if an individual is sick on a Public/Bank Holiday that was scheduled as a rest day, then the Bank Holiday will not be deducted from their annual leave entitlement.
			Appendix C – Added new protocol guidance from ‘NHS Wales Protocol For Recognising Continuous Service’ that from 1 <sup>st</sup> October 2024 the UHB will recognise accrued continuous service from Welsh public service employers for the purposes of annual leave.
			8 – Annual leave purchase scheme wording amended to reflect more flexibility in pay back options (no longer restricted to 3,6, or 9 months)

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<b>1</b>	<p><b>RESPONSIBILITIES</b></p> <p>The <b>Executive Director of People and Culture</b> is responsible for the implementation of this Procedure</p> <p><b>Managers</b> are responsible for:</p> <ul style="list-style-type: none"> <li>• Applying a compassionate approach to annual leave requests</li> <li>• Responding to requests in a timely manner</li> <li>• Ensure employees effectively plan their annual leave, so that they have breaks at regular intervals to avoid excessive/lack of leave at the end of the leave year</li> <li>• Calculating a staff member's entitlement to annual leave and Public/Bank Holidays, considering length of service</li> <li>• Recording and monitoring annual leave on ESR or other agreed rostering system</li> <li>• Ensuring each application is managed equitably, balancing staffing levels and the needs of the service with the needs of the individual</li> <li>• Ensuring all staff are aware of this procedure and the processes for requesting and booking leave locally within their team</li> <li>• Being aware of when their staff reach 5 and 10 years' service to ensure their entitlement is correct</li> <li>• Making their team aware that any necessary bank holidays are deducted from their entitlement</li> </ul> <p><b>Employees</b> are responsible for:</p> <ul style="list-style-type: none"> <li>• Keeping an accurate record of their own annual leave status in line with ESR or rostering records</li> <li>• Using their annual leave entitlement within the leave year, ensuring meaningful breaks at regular intervals to maintain good wellbeing and work life balance.</li> <li>• Providing evidence of their total NHS service to support their manager in calculating annual leave entitlement, and ensuring their manager is aware when they reach 5 and 10 years' service</li> <li>• Ensuring that any necessary bank holidays are deducted from their entitlement</li> <li>• Following this procedure and any locally agreed practices (e.g. notice required) when requesting and booking annual leave</li> <li>• Seeking their line manager's authorisation for each period of annual leave</li> <li>• Not taking annual leave or making any bookings for holidays until their request for annual leave has been approved</li> <li>• Co-operating with other team members when requesting leave for critical holiday periods (e.g. school holidays, religious festivals etc) and considering times of peak service demands.</li> </ul>
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	<ul style="list-style-type: none"> <li>Giving appropriate notice should they need to cancel any pre-booked annual leave</li> </ul> <p>The <b>People Services Team</b> are responsible for advising all parties on the application of this procedure and for providing specific management and staff guidance as required. Advice can also be sought from <b>Trade Union representatives</b>.</p>												
<b>2</b>	<b>ANNUAL LEAVE YEAR</b>												
	The annual leave year runs from <b>1 April to 31 March</b> .												
<b>3</b>	<b>ENTITLEMENT</b>												
3.1	<p>Entitlements to annual leave are set out in the employee’s contract of employment, as determined by the NHS Terms and Conditions of Service.</p> <p><i>This is the entitlement for complete years’ service</i></p> <p>For staff who work full time (37.5 hours) the leave entitlement per year is as follows:</p> <table border="1"> <thead> <tr> <th>Length of service</th> <th>Annual Leave + Public/Bank Holidays (Days)</th> <th>Conversion to Hours</th> </tr> </thead> <tbody> <tr> <td>On appointment</td> <td>28 days + 8 days</td> <td>210hrs + 60hrs</td> </tr> <tr> <td>After five years’ service</td> <td>30 days + 8 days</td> <td>225hrs + 60hrs</td> </tr> <tr> <td>After ten years’ service</td> <td>34 days + 8 days</td> <td>255hrs + 60hrs</td> </tr> </tbody> </table> <p>Part time staff are entitled to a pro-rata entitlement (for both annual leave and Public/Bank holidays) based on their contracted hours.</p> <p>The pro-rata entitlement can be found within Appendix A and B.</p> <p><b>Public/Bank (Bank) Holiday Entitlement</b></p> <p>As in the table above, there are 8 Public/Bank (Bank) Holidays in a normal leave year, although depending on the placement of Easter this can vary between 6 and 10.</p> <p>A list of upcoming bank holidays can be found on the Government website:  <a href="https://www.gov.uk/bank-holidays">https://www.gov.uk/bank-holidays</a></p> <p>Appendix B contains the Public/Bank Holiday entitlement for all staff, both as hours per Public/Bank Holiday and in total for a full leave year.</p>	Length of service	Annual Leave + Public/Bank Holidays (Days)	Conversion to Hours	On appointment	28 days + 8 days	210hrs + 60hrs	After five years’ service	30 days + 8 days	225hrs + 60hrs	After ten years’ service	34 days + 8 days	255hrs + 60hrs
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	<p>Full time employees are entitled to all Public/Bank Holidays which fall within that leave year whereas Part-time employees' entitlement is calculated on a pro rata basis.</p> <p>N.B. Appendix B shows the accrual of Public/Bank Holiday <b>entitlement</b> only. When recording leave taken on a Public/Bank Holiday, <b>the hours that would have ordinarily been worked on that day should be deducted from the total leave entitlement</b>, i.e. the length of a standard working 'day'. This sometimes may exceed what entitlement a part-time employee has for a bank holiday 'day', so the rest of the leave would be taken from their overall annual leave entitlement.</p> <p><b>Changes throughout the leave year</b></p> <p>Where the leave entitlement changes during the leave year because of an increase or decrease in contractual hours, the entitlement for each period should be calculated separately based on the contractual hours and added together using the formula in section <b>4 below</b>.</p> <p>If the employee's entitlement changes because they reach 5 or 10 years' service, the ESR monitoring system should update automatically. It is important for managers to correct this if the entitlement has not changed.</p>
3.2	<p><b>Previous NHS and Welsh Public Sector Service (Reckonable service)</b></p> <p>Previous NHS Service with another NHS employer will be regarded as 'reckonable service' for the purposes of annual leave, only when the necessary evidence is submitted.</p> <p>From 1<sup>st</sup> October 2024 the UHB will recognise accrued continuous service from Welsh public service employers for the purposes of annual leave. Public service employers that have adopted the NHS Wales Protocol For Recognising Continuous Service will take into account an employee's continuous service gained in another public service organisation. The employee will be granted the annual leave entitlement associated with the employee's length of continuous service gained in public service employment.</p> <p>Further guidance on calculating reckonable service can be found within <b>Appendix C</b></p>
4	<b>PROCEDURE</b>
4.1	<p><b>Calculation of leave</b></p> <p>To calculate an employee's total leave entitlement in hours (inclusive of Bank Holidays), the figures in Appendix A and B should be added together.</p>



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	<p>All leave should be recorded in hours to ensure that the individual entitlement is accurate and equitable</p> <p>Hours are to be rounded up or down to the nearest ¼ hour.</p> <p>Line managers should refer to People Services for advice on term time, annualised hours or other unusual contracts.</p> <p>The annual leave calculator can be used to calculate employees' annual leave entitlement outside of the usual leave year.</p> <p>The calculator can be found on the <a href="#">Annual Leave Toolkit</a></p>
4.2	<p><b>Calculation for new starters</b></p> <p>The annual leave entitlement of new starters is accrued and calculated from the first day of employment to the end of the leave year using the following calculation:</p> <p>full-year A/L entitlement X <math>\frac{\text{number of calendar days (start date to end of leave year)}}{365}</math></p> <p>The ESR monitoring system should populate automatically for new starters, but it is important for the employee and line manager to check that it is correct, considering any previous NHS service etc.</p>
4.3	<p><b>Calculation for leavers</b></p> <p>Staff who leave the UHB are entitled to be paid for any annual leave accrued and not taken. The following formula should be used to calculate the annual leave entitlement up to the termination date from the start of leave year:</p> <p>full-year A/L entitlement X <math>\frac{\text{number of calendar days (start of leave year to leaving date)}}{365}</math></p> <p>Where annual leave taken exceeds the entitlement, payment will be deducted from the final salary.</p>
4.4	<p><b>Recording of annual leave</b></p> <p>Annual leave should be recorded in any of the following ways</p> <ul style="list-style-type: none"> <li>• ESR electronic recording system</li> <li>• E-Rostering system which imports data back to ESR</li> </ul> <p>Paper systems for booking or monitoring annual leave should no longer be used</p>

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	<p>When any leave is taken (whether annual or Public/Bank holiday) <b>the contracted hours normally worked on that day should be deducted</b> from the total leave entitlement. This applies in all cases, including where flexible working arrangements (e.g. compressed hours) are in place.</p> <p>When recording leave taken on a Public/Bank Holiday, the hours that would have ordinarily been worked on that day should be deducted from the total leave entitlement, i.e. the length of a standard working 'day'.</p>
4.5	<p><b>Requests for Annual Leave</b></p>
	<p>As far as is reasonably practicable, employees should be able to take their annual leave when they wish to do so. However, this may not always be achievable and will be dependent upon service needs. If managers are not able to accommodate the request, then this should be handled compassionately and discussed with the employee.</p> <p>Employees should not make any bookings or payments for holidays until their request for annual leave has been granted. If employees proceed to take annual leave when it has not been authorised, it may be recorded as unauthorised absence and lead to further action under the Disciplinary Policy and Procedure. Managers must in turn respond to requests for annual leave in a timely manner, without unreasonable delay to avoid the above situation occurring.</p> <p>Annual leave which is requested to be brought forward from the next year's entitlement will only be granted in exceptional circumstances, where all other options have been exhausted. If the leave is authorised, then the line manager must record this leave and deduct it as appropriate from the following leave year's entitlement.</p>
4.6	<p><b>Local Agreement</b></p> <p>Departments should have a detailed local agreement, agreed in partnership with staff-side representatives, which addresses the service needs of that particular work area. The local agreement should make reference to this procedure and must not duplicate points covered in this procedure.</p> <p>This could include factors such as:</p> <ul style="list-style-type: none"> <li>• How many employees from each staff group can be on leave at the same time</li> <li>• How many weeks can be taken during peak or 'critical' periods e.g. summer holidays, religious festivals etc.</li> <li>• What the authorisation process is, e.g. who needs to authorise leave</li> <li>• How leave should be requested</li> <li>• How much notice needs to be given to request leave</li> <li>• Periods of planned annual leave to prevent a peak in annual leave at year end and ensuring leave is spread evenly throughout the year, e.g. clinical</li> </ul>

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	<p>staff should be encouraged to plan 75-80% of their leave at the start of each calendar year for the next financial year</p> <ul style="list-style-type: none"> <li>• Minimising the need for Bank and Agency cover</li> <li>• Anything else that may be relevant to the department</li> </ul>
5	<b>PAYMENT</b>
5.1	Pay during annual leave will include regularly paid supplements including any recruitment and retention premia, payments for work outside normal hours and high cost area supplements. <b>Employees receive a monthly working time directive payment based on their above-mentioned earnings, it is not calculated separately each time an employee takes annual leave.</b>
5.2	<b>Payment during Public/Bank Holidays</b>
	<p>Members of staff may be required to work on Public/Bank Holidays in accordance with their working pattern or rota.</p> <p>Staff who are required to work or to be 'on call' on a Public/Bank Holiday are entitled to the appropriate enhanced payments and to take the equivalent time off in lieu at basic rates at a later date. Staff who take this time off in lieu at a later date, must book it as annual leave from their annual leave entitlement.</p> <p>In all cases, if staff are not rostered to work on the Public/Bank Holiday or the Public/Bank Holiday falls on their usual day off, no hours will be deducted from their entitlement, and the equivalent time off can be taken on another occasion.</p> <p>Where Public/Bank Holidays during the Christmas and New Year period fall at weekends, alternative days will be re-designated as if they were Public/Bank Holidays and the appropriate payments applied. Staff will not receive additional payments for both the alternate days and the days which would otherwise have been Public/Bank Holidays.</p> <p>For pay purposes, a Public/Bank Holiday starts and ends at midnight. Public/Bank Holiday payments will be made in accordance with the number of hours worked during this period.</p>
5.3	<b>Department closure on Public/Bank holidays and restricted services</b>

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	<p>In departments that normally close on Public/Bank Holidays, members of staff must either take that time as annual leave (booked in the usual way) or, with prior agreement from their manager, work these hours at an alternative time or place.</p> <p>Staff who work in departments that normally close on a Public/Bank Holiday may find it helpful to deduct the appropriate number of hours from their total leave balance (i.e. Annual Leave and Public/Bank Holidays) at the start of the year rather than as and when they occur.</p> <p>In departments that normally work on Public/Bank Holidays, members of staff wishing to take leave must make the appropriate deduction of their normal working hours for that day from their leave entitlement. The normal booking rules for the department will apply.</p> <p>Some departments may reduce their services for the period between Christmas and New Year, and staff are therefore expected to allocate the necessary annual leave for those days which are not Public/Bank Holidays. Staff will be notified of this arrangement when they join such a department.</p> <p>Where this takes place, ad hoc and at short notice, support can be provided by the People Services Team and staff representatives.</p>
6	<p><b>CARRYING OVER OF ANNUAL LEAVE</b></p>
	<p>There is an expectation that employees should take all their annual leave entitlement in the relevant leave year. There is no automatic entitlement to annual leave being carried forward to the next holiday year.</p> <p>Employees may in exceptional circumstances, request in writing to carry over annual leave up to a maximum of 5 days (pro-rata for part time staff). However, it is not usual practice for the UHB to approve such requests and they need to be agreed at a directorate level.</p> <p>There may be occasions where managers need to reject annual leave requests due to reduced staffing levels or too many staff requesting the same time off. It is expected that managers would monitor this situation and forward plan to ensure employees can take annual leave to avoid any need for carryover.</p> <p>Regular annual leave should be encouraged and continue to be planned and taken to ensure there is a balance between service demands and employee wellbeing.</p> <p><b>Annual leave carryover during long term sickness</b></p>

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	<p>Where an employee has not taken their annual leave entitlement during the period of sickness absence and where the period of absence spans two or more annual leave years, they will accrue annual leave for the period of their sick leave at the statutory minimum entitlement (20 days, pro-rata) less any leave already taken that leave year. If the statutory minimum entitlement has already been taken, no leave can be carried over.</p> <p>Managers and staff are therefore advised to contact People Services for specific advice, however it is advised that annual leave is encouraged to be taken during the absence, rather than accrue and carryover into the next leave year. Employees who wish to take/be paid their annual leave whilst on sick leave, must complete the <a href="#">‘Request for Payment of Annual Leave whilst on Certified Sick Leave’</a> form and send to their manager for approval.</p>
<b>7</b>	<b>OTHER SITUATIONS</b>
<b>7.1</b>	<p><b>Staff away from the workplace</b></p> <p>Staff who are away from the workplace should refer to the relevant policy, procedure or guidelines for information relating to their annual leave for example: Maternity, Adoption, Paternity and Shared Parental Leave Policy, Secondment, Employment Break and Managing Attendance etc.</p> <p>If managers or staff are unsure on what policy or procedure to refer to, please contact the People Services Team.</p>
<b>7.2</b>	<p><b>Sickness during Public/Bank Holiday</b></p> <p>If a department is not open on Public/Bank Holidays and the employee booked the day as leave, then reported sick, there is no entitlement to an additional day off and the hours should be deducted from their entitlement as normal.</p> <p>With regard to shift workers and other staff working in the 24/7 environment, if an individual is sick on a Public/Bank Holiday that was scheduled as a rest day, then the Bank Holiday will not be deducted from their annual leave entitlement.</p> <p>If an individual is sick on a Public/Bank Holiday that they were scheduled to work, then the Public/Bank Holiday will be deducted from their leave entitlement in the usual way and they will not be entitled to an additional day off.</p>
<b>7.3</b>	<b>Staff moving within Cardiff and Vale UHB</b>

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7.4	<p>Where staff move to other posts / departments / sites within the UHB, they transfer their annual leave entitlement for the remainder of the annual leave year. Any holidays already booked will be honoured. Staff should notify their new manager of these dates prior to commencement in the new post or during interview.</p> <p>It is advised that managers discuss with the employee the amount of leave they have accrued up to the date they leave the department so that they are not taking with them an excessive amount of leave (particularly if their start date with the new department is close to the end of the leave year).</p> <p><b>Death in service</b></p> <p>Where an employee dies in service, an allowance equivalent to the balance of the annual leave entitlement at the date of death, calculated on a proportionate basis, shall be paid to the employee's personal representative. No deduction from the final salary payment should be made if the annual leave taken is in excess of their entitlement at the date of death.</p>
7.5	<p><b>Employment break</b></p> <p>Staff on an unpaid employment break do not accrue annual leave, since the contract of employment is suspended for the duration of the break and that period does not count as continuous service with the UHB.</p>
7.6	<p><b>Unpaid leave</b></p> <p>Unpaid annual leave is not an entitlement, but may be granted in exceptional circumstances at the discretion of the line manager when the paid annual leave entitlement has been exhausted.</p>
7.7	<p>Where annual leave has already been booked and unforeseen circumstances subsequently arise, which mean that the employee needs to take time off work, paid leave should be used up first, and unpaid leave given for the pre-booked period.</p> <p><b>Other types of authorised absence</b></p>
7.8	<p>Managers should ensure they are aware of other policies and procedures dealing with time away from the workplace such as the Special Leave Policy, Managing Attendance at Work Policy and local Time Off in Lieu procedures, and ensure that each is used in appropriate circumstances.</p> <p><b>Extended periods of Annual Leave</b></p>

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7.9	<p>Managers should be mindful of the fact that there may be times when individual employees wish to take Annual Leave for a longer period than would usually be approved e.g. around the time of their wedding/honeymoon, for a 'once in a lifetime' opportunity, to visit family living overseas. These requests should be given consideration and accommodated where possible, as long as the service needs can also be met.</p> <p><b>Religious Festivals</b></p> <p>Managers should consider favourably any request by staff to take paid leave for religious festivals. Such requests should take priority where possible, although managers will need to balance the needs of the service and allocate the leave equitably for staff observing the same religious festivals. Employees should inform managers at the earliest possible time of these dates, so that appropriate arrangements can be made.</p>
8	<p><b>ANNUAL LEAVE PURCHASE SCHEME</b></p> <p>The Annual Leave Purchase Scheme means that staff can apply to 'buy' up to two weeks additional Annual Leave</p> <p>Approved requests will be processed by Payroll and the adjustments to salary will commence at the next available pay date, with the repayments made in equal amounts for the remainder of the financial year, with all monies repaid by 31 March.</p> <p>Staff will be asked to confirm in advance the dates on which they would like to use the additional annual leave, so that managers can plan for this absence. This will ensure that there is no negative impact on the quality of patient care we deliver and that there are no additional costs to the UHB.</p> <p>The UHB, however, reserves the right to reject a member of staff's application to buy additional annual leave if the absence will have a negative effect on the day to day delivery of services or adversely affect the team.</p> <p>Staff should ensure their annual leave entitlement on ESR is updated following the purchase of leave and should check with payroll if there is a discrepancy.</p>

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**APPENDIX A - Agenda For Change: Annual Leave Entitlement For Complete Years Exclusive Of General Public/Bank (Bank) Holidays**

Formula: Weekly contracted hours/5 x no. of annual leave days' entitlement.

WEEKLY BASIC CONTRACTED HOURS	ON APPOINTMENT	AFTER 5 YEARS' SERVICE	AFTER 10 YEARS' SERVICE
	28 DAYS	30 DAYS	34 DAYS
	<b>HOURS EQUIVALENT:</b>		
37.5	210.0	225.0	255.0
37.0	207.0	222.0	251.5
36.5	204.5	219.0	248.0
36.0	201.5	216.0	245.0
35.5	199.0	213.0	241.5
35.0	196.0	210.0	238.0
34.5	193.0	207.0	234.5
34.0	190.5	204.0	231.0
33.5	187.5	201.0	228.0
33.0	185.0	198.0	224.5
32.5	182.0	195.0	221.0
32.0	179.0	192.0	217.5
31.5	176.5	189.0	214.5
31.0	173.5	186.0	211.0
30.5	171.0	183.0	207.5
30.0	168.0	180.0	204.0
29.5	165.0	177.0	200.5
29.0	162.5	174.0	197.0
28.5	159.5	171.0	194.0
28.0	157.0	168.0	190.5
27.5	154.0	165.0	187.0
27.0	151.0	162.0	183.5
26.5	148.5	159.0	180.0
26.0	145.5	156.0	177.0
25.5	143.0	153.0	173.5
25.0	140.0	150.0	170.0
24.5	137.5	147.0	166.5
24.0	134.5	144.0	163.0
23.5	131.5	141.0	159.8
23.0	129.0	138.0	161.0
22.5	126.0	135.0	153.0
22.0	123.0	132.0	149.5
21.5	120.5	129.0	146.0
21.0	117.5	126.0	143.0
20.5	115.0	123.0	139.5
20.0	112.0	120.0	136.0



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WEEKLY BASIC CONTRACTED HOURS	ON APPOINTMENT	AFTER 5 YEARS SERVICE	AFTER 10 YEARS SERVICE
	28DAYS	30 DAYS	34 DAYS
	<b>HOURS EQUIVALENT:</b>		
19.5	109.0	117.0	132.5
19.0	106.5	114.0	129.0
18.5	103.5	111.0	126.0
18.0	101.0	108.0	122.5
17.5	98.0	105.0	119.0
17.0	95.0	102.0	115.5
16.5	92.5	99.0	112.0
16.0	89.5	96.0	109.0
15.5	87.0	93.0	105.5
15.0	84.0	90.0	102.0
14.5	81.0	87.0	98.5
14.0	78.5	84.0	95.0
13.5	75.5	81.0	92.0
13.0	73.0	78.0	88.5
12.5	70.0	75.0	85.0
12.0	67.0	72.0	81.5
11.5	64.5	69.0	78.0
11.0	61.5	66.0	74.5
10.5	59.0	63.0	71.5
10.0	56.0	60.0	68.0
9.5	53.0	57.0	64.5
9.0	50.5	54.0	61.0
8.5	47.5	51.0	58.0
8.0	45.0	48.0	54.5
7.5	42.0	45.0	51.0
7.0	39.0	42.0	47.5
6.5	36.5	39.0	44.0
6.0	33.5	36.0	41.0
5.5	31.0	33.0	37.5
5.0	28.0	30.0	34.0
4.5	25.0	27.0	30.5
4.0	22.5	24.0	27.0
3.5	19.5	21.0	24.0
3.0	17.0	18.0	20.5
2.5	14.0	15.0	17.0
2.0	11.0	12.0	13.5
1.5	8.5	9.0	10.0
1.0	5.5	6.0	7.0
0.5	3.0	3.0	3.5

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### **APPENDIX B - Agenda For Change: Calculation Of General Public/Bank (Bank) Holiday Entitlement**

Formula: Weekly contracted hours/5 x no. of Bank Holidays in year 1<sup>st</sup> April – 31<sup>st</sup> March

<b>WEEKLY BASIC CONTRACTED HOURS</b>	<b>HOURLY ENTITLEMENT FOR FULL LEAVE YEAR</b>	<b>HOURLY ENTITLEMENT ON EACH BANK HOLIDAY AS IT OCCURS</b>
	<b>(8 BANK HOLIDAYS)</b>	
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

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WEEKLY BASIC CONTRACTED HOURS	HOURLY ENTITLEMENT FOR FULL LEAVE YEAR	HOURLY ENTITLEMENT ON EACH BANK HOLIDAY AS IT OCCURS
	<b>(8 BANK HOLIDAYS)</b>	
19.5	31.0	3.9
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	3.4
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

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## **APPENDIX C**

### **Calculation of previous NHS service and Welsh Public Sector service (reckonable service)**

For new staff, all previous NHS Service will be regarded as reckonable for the purposes of annual leave, only when the necessary evidence is submitted.

From 1<sup>st</sup> October 2024 the UHB will recognise accrued continuous service from Welsh public service employers for the purposes of annual leave. Public service employers that have adopted the NHS Wales Protocol For Recognising Continuous Service will take into account an employee's continuous service gained in another public service organisation. The employee will be granted the annual leave entitlement associated with the employee's length of continuous service gained in public service employment.

Employees are responsible for providing evidence (such as payslips/contract of employment or an ESR Inter-Authority Transfer is completed) of their total NHS service /Welsh public service upon appointment into post, to support their manager in calculating their entitlement.

Upon appointment, if an employee's entitlement is incorrect, then line managers should contact the payroll department to rectify as soon as possible, with the relevant evidence attached.

Bank and Locum/Agency service will not count towards reckonable service for the purposes of annual leave.

If an employee provides incorrect information regarding their previous service and/or leave entitlement, this could be considered misconduct and may be managed under the UHB's Disciplinary Policy and Procedure and internal counter-fraud processes.