Reference Number: UHB 130 **Version Number:** 2; unchanged following review.	**Date of Next Review:** 30.09.27 **Publication:** Date not completed in source; original approval date 06.09.2016 retained.

Annual Leave Policy – Career Grade Medical and Dental Staff

Policy Statement

Cardiff and Vale University Health Board (the UHB) is committed to developing and maintaining arrangements which make it a great place to work and learn. The UHB will seek to ensure that members of staff are able to take the Annual Leave to which they are entitled, the purpose of which is to provide a break from work.

The aim of this Policy is to set out employee entitlements to Annual Leave, recognising there needs to be consistent service cover in order to be able to deliver an effective and safe service to our patients.

Policy Commitment

- To support a positive and healthy work-life balance for career grade medical and dental 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

Supporting Procedures and Written Control Documents

Refer to the substantive policy and Appendix 1 for leave arrangements and the leave notification/request form.

Other supporting documents:
Flexible Working Policy
Maternity, Adoption, Paternity and Shared Parental Leave Policies and Procedures
Sickness Absence Policy
Special Leave Policy
Reserve Forces Training and Mobilisation Policy
Payroll Underpayment / Overpayment Policy
Partnership and Recognition Agreement (for Time Off for trade union duties)
Equality, Diversity and Human Rights Policy

Scope

This policy applies to all Consultants and Career Grade Medical and Dental Staff employed on medical and dental terms and conditions including those with honorary contracts in respect of how absences may affect service provision.

Equality & Health Impact Assessment (EHIA)	
Part 1 - Equality Impact Assessment (EQIA)	An Equality Impact Assessment has been completed and found there to be a positive impact.
Part 2 - Health Impact Assessment (HIA)	A Health Impact Assessment (HIA) has not been completed.
Policy Approved by	People and Culture Committee
Group with authority to approve procedures written to explain how this policy will be implemented	Employment Policy Sub Group (EPSG). Reviewed on 30.09.26; no changes required. Policy and existing publication date carried forward. Next review: 30.09.27.
Accountable Executive or Clinical Board Director	Executive Director of People and Culture
Author	Medical Workforce Manager

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	Date approved by Board/Committee/Sub Committee dd/mm/yyyy	TBA *[To be inserted by the Gov. Dept]*	*State if either a new document, revised document (please list main amendments).* *List title and reference number of any documents that may be superseded*
2 (unchanged)	30.09.26 (EPSG review)	Not completed in source; unchanged	Reviewed by the Employment Policy Sub Group (EPSG) on 30.09.26. No changes required. Existing policy and publication date carried forward. Next review: 30.09.27

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1. POLICY STATEMENT

Annual leave is a statutory right but must be organised and arranged subject to the exigencies of the service.

Practitioners will notify the UHB (in accordance with this policy) when they wish to take annual leave and the granting of such leave shall be subject to approved arrangements having been made for their duties to be covered.

The arrangements for the taking of leave should be fair and equitable

and must not be taken without the guidance contained herein.

2. STAFF GROUPS COVERED BY THE POLICY

Consultants (both NHS and *Honorary)

Associate Specialists

Hospital Practitioners

Specialty Doctors & Dentists

Clinical Assistants

Senior Dental Officers (SDO)

Hospital and Community Dental Officers (DO)

*In respect of how absences may affect service provision under honorary contract arrangements, bearing in mind the flexibility required of honorary staff's university leave commitments.

Note: Junior Doctors' leave records will be managed within Directorates with similar consideration for the need to maintain the service.

3. ANNUAL LEAVE ENTITLEMENTS

3.1 6 weeks and 3 days - per annum

Consultants

Associate Specialists

Hospital Practitioners

Specialty Doctor & Dentist (with greater than 2 years service in the grade and / or those whose previous post entitled them to 6 weeks leave)

Clinical Assistants

SDO

Hospital and Community Dental Officers (DO) (on 3rd incremental point and above).

3.2 5 weeks and 3 days - per annum

Specialty Doctor & Dentist (with less than 2 years service in the grade).

Hospital and Community Dental Officers (DO) (below 3rd incremental point).

3.3 Public Holidays

There is entitlement to 8 public holidays as follows:

New Year's Day (1st January or Public Holiday equivalent)

Easter (2 days) (Good Friday and Easter Monday)

May Day (First Monday in May)

Late Spring Holiday (Normally last Monday in May)

Late Summer Holiday (Normally last Monday in August)

Christmas (2 days) (25th and 26th December or Public Holiday equivalent)

4. ANNUAL LEAVE CRITERIA

4.1 Leave entitlement for locums should be calculated on completed number of weeks worked. Such leave should normally be taken within the period of the contract and locums should be allowed the public holidays or days in lieu in the same way as practitioners in regular appointments.

4.2 Doctors and Dentists who are on call/working during any part of a bank holiday are entitled to time off in lieu in accordance with paragraph 214 of the hospital medical and dental terms of service.

4.3 Annual Leave for Part Time staff is calculated on the same basis as whole time staff, but in those cases where staff are employed on a sessional basis, their leave entitlements may be calculated also on a sessional basis (e.g. 6 weeks entitlement p.a. at 3 sessions per week – is the equivalent of 18 sessions p.a.).

4.4 Carrying Over of Annual Leave - There is an expectation that employees should take all their annual leave entitlement in the relevant leave year. Clinical Directors have the responsibility to authorise leave in accordance with service needs and the needs of the individual. Members of staff have a responsibility to plan and schedule their annual leave throughout the leave year. There is no entitlement to holidays or holiday pay being carried forward to the next holiday year. Members of staff may apply in writing to carry over annual leave up to a maximum of 5 days (pro-rata for part time staff). However, staff should be aware that it is not usual practice for the UHB to approve such requests and they would have to be agreed at Clinical Board level.

There may be exceptional circumstances in which an employee is unable to use all their annual leave within the leave year because of service demands.

In such circumstances the Clinical Director may authorise the carryover of up to 5 days into the following leave year (pro rata

for part time staff).

5. ANNUAL LEAVE YEAR

5.1 The leave year for Consultants, Associate Specialists, Specialty Doctors & Dentists and Clinical Assistants shall run from their incremental date for salary purposes, or its anniversary where practitioners are on the maximum of the scale, or the anniversary of the date of the appointment or, where there is no incremental progression, by mutual agreement.

Practitioners whose leave runs from 1st June to 31st May (or 1st October in the case of Academic Staff), may retain that leave year.

5.2 It is possible to change the date of a leave year in individual cases by mutual agreement so long as such arrangements are not detrimental to the employee or the employer.

5.3 The leave year for SDOs and Hospital and Community DOs shall run from 1st June to 31st May.

6. PROCEDURE FOR GRANTING LEAVE

6.1 To note on-line systems for booking leave are being utilised in some of the Directorates.

The granting of leave shall be subject to approved arrangements having been made for duties to be covered. In this context, senior medical and dental staff are normally expected to co-ordinate leave to effect these arrangements. Formal arrangements must be made for a nominated consultant to be available to offer advice and to visit patients as appropriate. Junior staff must be made aware of the cover arrangements to avoid any confusion. It is not generally the policy of the UHB to employ locums for consultant and other senior career grade absences on annual leave, but there are exceptions such as single-handed working, maternity leave and long term sickness.

6.2 All career grade medical and dental staff covered by this policy will be required to complete an Annual Leave Form, (attached

at Appendix 1), unless their Directorate operates an on-line system.

6.3 The Leave Form requires all staff to identify their name, leave dates, name of the nominated individual who will cover in his / her absence and any relevant comments.

The Form must be signed and dated and sent to the relevant Clinical Director for approval. The Clinical Director will monitor leave of all career grade medical staff within the Directorate. Leave forms for the Clinical Director will be sent to the appropriate Clinical Board Director. Annual Leave records will be retained within the Directorate.

6.4 In the event of the Clinical Director identifying a problem in respect of service cover then this should be communicated immediately to the doctor concerned and alternative arrangements put in place. In the event of disagreement the matter will be discussed with the Clinical Board Director and a decision reached. Once granted, the withdrawal of the annual leave should be voluntary.

6.5 Staff who wish to carry over leave from one leave year to the next (in accordance with the provisions of 4.4 above) must apply in writing to the Clinical Board for approval so to do. Details of such approvals will be recorded on the individual's record cards.

6.6 Leave should be advised as far ahead as possible to ensure that the affect on service provision is minimised. 6 weeks' notice should be given of intended leave. Shorter notice periods at the discretion of the Clinical Director.

6.7 In accordance with the Equality Act 2010, 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 with the needs of the service. Employees should inform managers at the earliest possible time of these dates so that appropriate arrangements can be made.

Appendix 1

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

LEAVE NOTIFICATION/REQUEST FORM – NHS AND HONORARY CONSULTANTS AND MEDICAL AND DENTAL CAREER GRADE STAFF

This Form should be sent to the Clinical Director

Directorate	**Specialty**
Name of Applicant (Please PRINT)	

Type of Leave Requested	**From**	**To (Inclusive)**	**No. of Days**
Annual			
Study Leave			
Professional			
Sick			
Official (on behalf of the UHB)			
Maternity/Paternity			
In Lieu			
Court Attendance			
Other (Please Specify)			

Arrangements for Nominated Cover (Note. Cover should be provided by a Consultant).

	Covered (✓)	Cancelled (✓)	Details
Clinics			
Ward Rounds			
Theatre Lists			
On Call			
Post Take Ward Rounds			
Other (Please specify)			

Name(s) of Consultant(s) providing cover

Signature of Applicant **Date**

For completion by the Clinical Director

Application Approved/Not Approved

Signature		**Date**
NOTE:	1.	This form is designed to ensure that details of all leave arrangements are requested of the Clinical Director and does not replace the separate and additional application forms that need to be completed for Study Leave and Court Attendances. At least 6 weeks advance notice should be given.