

Annual Leave FAQs

Requesting/Recording Annual Leave



How much annual leave am I entitled to?

Your annual leave entitlement depends on the hours that you work and your length of NHS service. This includes your public (bank) holiday entitlement.

You can find further information on annual leave entitlement in the [Annual Leave Procedure](#).

When does the annual leave year run from?

If you are on Agenda for Change Terms and Conditions your annual leave year runs from 1st April until 31st March each year.

If you are a member of staff on different Terms and Conditions, for example Doctors and Dentists, then your leave year will be different and you will need to contact your relevant Workforce Department for further information.

How do I record annual leave?

Your annual leave should be recorded by ESR self service unless you are on a Term Time Only Contract. All annual leave requests must be authorised by your manager.

Further information on booking Annual Leave on ESR can be found in the My Absence section of the Employee Self Service [how-to guide](#).

How do I calculate my annual leave entitlement?

ESR Self Service will work out your annual leave entitlement automatically. You can also use the [Annual Leave Calculator](#).

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Can I record my annual leave in days?

No, you can't. Your annual leave should be recorded in hours as this allows you to take it more flexibly and accurately. Not everyone will work a standard day (7.5 hours) or the same number of hours each day of the week. Recording annual leave in hours allows you to book off the correct number of hours for each day.

My manager has allocated me leave when I haven't asked for it. Can I refuse to take it?

It is your line manager's responsibility to ensure you take your annual leave and also to ensure that appropriate staffing levels are maintained.

In some circumstances your manager may need to allocate leave when it has not been requested, this is because it is their responsibility to ensure that safe staffing levels are maintained and also accommodate requests from staff to take annual leave. If you have not requested annual leave during the leave year and there is a possibility that leave requested later in the year cannot be accommodated your manager may allocate annual leave for you to ensure that you have the opportunity to take it and that you will not lose any of your entitlement.

It is best practise that your manager discuss with you how your annual leave can be taken in advance. Please note it is also your responsibility to plan and take annual leave at regular intervals throughout the annual leave year, subject to approval by your manager.

How much notice do I have to give to take annual leave?

This can vary from department to department. It would be expected that you give as much notice as possible. Please check with your line manager what the local process and procedure is for your department.

Can a request for annual leave be refused?

Your request for annual leave can be refused but your manager must provide clear and reasonable reasons why it is not possible to approve it.

Can I cancel my annual leave at short notice?

This should only be in exceptional circumstances with the agreement of your line manager.



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Public (Bank) Holidays



What are the public (bank) holidays?

The normal bank holidays are: Christmas Day, Boxing Day, New Years Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday and August Bank Holiday.

There are usually 8 bank holidays in each annual leave year, but this may vary depending on when Easter falls.

How do I record leave taken on a public (bank) holiday?

Your annual leave and public (bank) holiday entitlement should be added together at the beginning of the leave year to give you your total entitlement (ESR will do this automatically).

If you work on the bank holiday, no hours will be deducted from your entitlement, and the time off can be taken on another occasion.

If you would normally work but take the time off because it is a bank holiday, you should deduct the number of hours you would have worked on that day from your total entitlement.

If the bank holiday falls on your day off (either regular or rostered), no hours will be deducted from your entitlement, and the time off can be taken off on another occasion.



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Annual Leave when away from the workplace



What happens to my annual leave entitlement if I am away from the work place?

You will continue to accrue your annual leave entitlement if you are away from work due to sickness absence, maternity, adoption, paternity and parental leave (shared and ordinary) or for short periods of unpaid leave. However, you would not accrue annual leave during an employment break in accordance with the Employment Break Policy.

You will also continue to accrue public (bank) holidays if you are on maternity, adoption, paternity and shared parental leave.

What do I do if my staff member has accrued more annual leave whilst on sick leave than can be taken by the end of the financial year?

Please contact the People Services Team on:
CAVHR_Actionpoint@wales.nhs.uk

Can I take annual leave when on long term sickness absence?

Yes, you can request to take annual leave when you are on long term sickness absence. Any leave taken must be discussed and agreed with your line manager and can form part of discussions at any sickness absence meetings you attend. Managers are encouraged to seek advice about this from the People Services Department.

Are public (bank) holidays accrued whilst you are on sick leave?

Bank holidays are not accrued during periods of sickness absence. If you are absent due to sickness over the period where a bank holiday falls and your bank holiday entitlement has been added to your overall annual leave entitlement, the overall entitlement will need to be amended by your line manager.



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Calculating Annual Leave Entitlement when there has been a change part way through the leave year

How do I calculate annual leave after a change in hours part way through the year?

You can use the annual leave calculator to do this. Please use the part year annual leave section of the calculator to work out what your entitlement would be after the change in hours became effective.

The annual leave calculator can be found on the [Annual Leave Toolkit](#).

How do I calculate the annual leave for a new member to the department starting part way through the year?

You can use the part year section of the [Annual Leave Calculator](#) for this.

Can I be paid for annual leave I haven't taken?

You cannot be paid for untaken annual leave whilst you remain employed with the Health Board. However, there may be exceptional circumstances in which you are unable to use all your annual leave within the leave year. In these cases you may apply in writing to carry over up to five days (pro rata equivalent for part time staff) to the next annual leave year. Any carry over of leave is subject to authorisation from a senior manager at Clinical Board level.

Your line manager should explore with you the reasons why annual leave entitlement has not been taken and agree measures (on an individual basis) to avoid the need for carry over of annual leave in the following year. This rule does not apply to cases of leave accrued during maternity or long term sickness where statutory regulations protect annual leave.

Can I purchase additional annual leave?

Yes, you can, the UHB has an [Annual Leave Purchase Scheme](#) which enables you to take more than your standard contractual annual leave entitlement, without taking the big dip in salary that would usually be associated with taking unpaid leave.

The Annual Leave Purchase Scheme means you can apply to 'buy' up to two weeks additional annual leave and spread the cost in your salary over a 3, 6, or 12 month period. You will be asked to confirm in advance the dates on which you would like to use the additional annual leave, so that your manager 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.

Please note that the UHB, reserves the right to reject an 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.



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