

ANNUAL LEAVE AND SPECIAL LEAVE POLICY

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DOCUMENT CONTROL

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1. INTRODUCTION

Somerset Partnership NHS Foundation Trust (herein known as the Trust) recognises that our employees work hard and deserve to take their accrued annual leave entitlement.

It is also recognised that there are times when some employees need to take time away from work for reasons other than annual leave, e.g. linked to professional commitments outside of the work place, furthermore, there are times in all of our working lives when there is a need to take time away from the workplace at very short notice due to unplanned family emergencies.

The types of absence/leave covered within this Policy are;

- Annual leave
- Bank holidays
- Special leave for domestic, personal and family reasons
- Bereavement/compassionate leave
- Time off to care for dependants
- Time off to attend medical or dental appointments
- Civic and public duties
- Reserve forces
- Jury and witness service
- Religious observance
- Time off for donating blood
- Leave to attend interviews
- Leave for parliamentary candidates
- Leave for special constabulary duties
- Trade union activity

The Trust is committed to being as flexible as is reasonably possible to support staff during these times.

2. PURPOSE AND SCOPE

- 2.1 The aim of this document is to provide a uniform and equitable approach to the calculation of annual leave and bank holiday entitlements for non-medical or dental staff, which take into account the entitlements and arrangements defined in the NHS terms and conditions of service handbook. In addition, the policy identifies the other mechanisms by which all staff, including Medical and Dental staff, may request / take time off work, whether this is paid or unpaid, due to issues which may arise through all our normal daily lives, either in a planned or unplanned way.

- 2.2 This document applies to all staff with the exception of those staff who hold 'Bank' contracts, as these individuals accrue annual leave depending on the amount of hours worked and are automatically paid this as part of their hourly rate of pay. The Medical Staff leave entitlement and leave year for medical staff is based on individually contracted terms and conditions.
- 2.3 Staff who hold term-time only contracts are paid inclusive of their annual leave entitlement and hence this policy will only be applicable to those employees for all other types of leave
- 2.4 In conjunction with this policy, it is suggested that individual wards / teams should also devise a local system for booking and recording how and when leave is taken. This should specify how and when annual leave is booked / recorded and how many employees can take annual leave at any one time in order to meet minimum/safe staffing levels and/or the needs of E-Rostering.
- 2.5 Medical and dental staff should consider this policy in conjunction with their terms and conditions of employment, which take precedent.

3. OBJECTIVES

This document has been established to ensure a uniform and equitable approach to taking agreed time off work within the Trust.

4. ANNUAL LEAVE YEAR

- 4.1 The Trust's annual leave period shall be from 1 April to 31 March, (with the exception of Medical Staff whose leave year is based on personal contracted terms). This may be reviewed in the future.

5. ANNUAL LEAVE ENTITLEMENT AND BOOKING OF LEAVE

- 5.1 The basic annual leave provisions under the NHS terms and conditions of service handbook, for full-time employees, are contained in the table below:-

Length of Service	Annual Leave and Bank Holidays
On appointment to the NHS	27 days and Bank Holidays
After 5 years NHS service (or aggregated)	29 days and Bank Holidays
After 10 years NHS service (or aggregated)	33 days and Bank Holidays

For Medical and Dental Staff leave entitlement, please refer to your individual terms and conditions of employment.

- 5.2 Your leave entitlement will be calculated in hours, this ensures equity for all by ensuring that staff who work variable hours/shifts* do not receive more or less leave than colleagues who work a more standard pattern.
- 5.3 The calculation of annual leave entitlements for you, based on your hours of work and accrued service is contained in **Appendix 1**.
- 5.4 Leave entitlement is rounded up or down to the nearest 0.5 decimal point, (i.e. the nearest half an hour), at the end of the calculation only.
- 5.5 All requests for annual leave must be submitted as determined by your line manager, for instance where this is required to ensure service cover can be planned and maintained, e.g. for E-Rostering purposes, or to cover set school/seasonal holiday periods etc. Where you fail to meet such timescales you will be required to take your annual leave at a time that is convenient to the needs of the service.
- 5.6 Should you require a period of annual leave exceeding two weeks in length you must make a request in writing to your line manager at the earliest opportunity, or at least three months in advance.
- 5.7 Annual leave can only be taken once approved and signed off on your annual leave card, by your line manager. No holiday should be booked prior to you receiving authorisation from your Manager that you will be released from work. Should you book a holiday without the express agreement of your line manager and your leave request is subsequently refused, you will remain liable for any costs incurred associated with the cancelling / rebooking of the holiday.
- 5.8 Should you have a request for annual leave refused and you subsequently report sick for that period, the Trust will require you to provide a medical certificate from your GP, to cover you from your first day of reported absence. Provision of such a certificate will be at your own expense. Failure to provide such certification could result in your absence being recorded as unauthorised and the matter being managed in accordance with the Trust's Disciplinary Policy/Procedure.

* A standard shift for the purposes of annual leave is defined as 7.5 hours (excluding meal breaks). Where staff work non-standard shifts, i.e. other than 7.5 hours (excluding meal breaks), annual leave and bank holiday entitlements will be calculated on an hourly basis. This is to prevent staff on non-standard shifts receiving either less or greater leave entitlement than colleagues working a 'standard' pattern.

6. BANK HOLIDAY ENTITLEMENT

- 6.1 In addition to annual leave entitlement, you are entitled to paid Bank Holidays.
- 6.2 If you are employed on a part time contract, your entitlement is calculated on a pro rata basis against full time hours (currently 37.5 hours per week). This calculation, based on your basic weekly contracted hours, removes any potential for inequity in the case where working days vary. **Appendix 2** contains your Bank Holiday entitlement.
- 6.3 A Bank Holiday is defined as the period of 24 hours from midnight to midnight.

6.4 There are currently eight recognised UK Bank Holidays: -

Christmas Day	Good Friday	Spring Bank Holiday
Boxing Day	Easter Monday	August Bank Holiday
New Years Day	May Day	

6.5 There will be some years when more or less than eight Bank Holidays fall within the leave year simply because Bank Holidays follow the calendar year and the Easter Bank Holidays can fall in either March or April. When this situation arises your entitlement will be adjusted, as contained within **Appendix 2**.

6.6 On every occasion that you take paid time off work on a Bank Holiday, the appropriate deduction of your normal basic working hours for that day must be made from your overall entitlement on your leave card **Appendix 4**.

6.7 Where operationally possible, and subject to mutual agreement, you may change your days of working during a Bank Holiday week and therefore retain your leave entitlement in respect of the Bank Holiday. This can then be taken off at another time. You will not, however, be entitled to an enhancement to your pay for working on a Bank Holiday in such circumstances.

6.8 Staff required to work on a general public holiday are entitled to equivalent time to be taken off in lieu at plain time rates, in addition to the appropriate payment for the duties undertaken.

7. TOTAL LEAVE ENTITLEMENT

7.1 To calculate your total leave entitlement inclusive of bank holidays, your entitlements as set out in Appendices 1 and 2 should be added together. However, they should still be recorded separately on your leave card so that the composition of your full entitlement is clear.

8. RECKONABLE SERVICE FOR ANNUAL LEAVE PURPOSES

8.1 All periods of continuous service with an NHS employer will count as reckonable service in respect of annual leave entitlement

8.2 In addition, aggregated NHS service, i.e. any paid period of time that has been worked in the NHS, regardless of whether or not there has been a break in service, will count as reckonable service for annual leave purposes, other than time spent on an NHS Bank or on an unpaid placement when training.

8.3 For purposes of aggregated service, time spent in a highly relevant role in Somerset County Council's Social Services Department may be recognised to count towards your annual leave entitlement.

8.4 In order to verify previous NHS and/or relevant non-NHS service your Manager will check your application form and references. If this correlates with what you have stated on your application form then no further evidence is required. In the absence of the necessary clarity, the onus will be on you to provide documentary evidence to the Trust. Accepted documentary evidence could be:

- a payslip
- a copy contract of employment
- a letter from the employing authority confirming dates of employment
- information from the NHS Pension Service.

If you are unable to provide the required evidence of previous NHS service, the Trust retains the right to discount it for the purpose of calculating paid annual leave entitlement.

8.5 Where an entitlement to aggregated or previous reckonable NHS Service is identified some time after the service has been accrued, the Trust retains the right for the revised leave entitlement to be recognised only for the leave year in which it was identified/evidenced, i.e. a retrospective claim for extra leave cannot be backdated to previous leave years.

9. ENTITLEMENT TO PAID LEAVE ON JOINING THE TRUST

9.1 If you are a new member of staff, commencing after April, you will be entitled to annual leave plus Bank Holidays in the year of joining the Trust, on a pro rata basis.

9.2 Your entitlement in your first year is dependant on the number of completed weeks worked, after the date of joining and before the end of the annual leave year. Due to the variation of days and hours members of staff work, a 'week' will be calculated on the employee working their full contractual hours per week, rather than calendar days.

10. ENTITLEMENT TO PAID LEAVE ON CHANGING CONTRACTED HOURS

10.1 If you increase or decrease your contracted hours part way through the leave year, this will result in a re-calculation of your annual leave entitlement on a pro-rata basis.

11. ENTITLEMENT TO PAID LEAVE ON LEAVING THE TRUST

11.1 If you leave the employment of the Trust, you will receive 1/52nd of your annual leave and Bank Holiday entitlement as per **Appendix 1 and 2** for each completed week worked in the current leave year. Your outstanding entitlement will be calculated, less any leave already taken.

11.2 All your accrued leave must be taken before you leave the employment of the Trust. Only under exceptional circumstances will outstanding leave be paid.

11.3 At time of leaving the Trust, if you have taken more paid leave than you have accrued,

your final salary payment will be adjusted accordingly and a deduction made to recoup this overpayment.

12. CARRY OVER OF ANNUAL LEAVE

- 12.1 It is a requirement of the Trust that all leave entitlement is taken within the leave year in which it is accrued. You can only carry leave over into the following year in exceptional circumstances and you must have the written agreement of a Director.
- 12.2 An exception to 12.1 above is made for those employees who have been on a period of Maternity Leave or long term sickness absence. In such cases reference should be made to either the Trust's Parental Leave Policy or Sickness Absence Management Policy.

13. SICKNESS OCCURRING DURING ANNUAL LEAVE OR ON BANK / PUBLIC HOLIDAYS

- 13.1 If you become ill whilst on a period of authorised annual leave, you must follow the usual reporting procedure to your manager as detailed within the Trust's Sickness Absence Management Policy and a medical certificate must be obtained covering this period. In exceptional circumstances when this is not possible (e.g. due to an illness or accident whilst abroad), you must report your sickness to your manager as soon as possible during the period of sickness. In this instance your manager may also ask you to obtain a retrospective medical certificate in order to verify the sickness, (obtaining such a certificate would be at your own cost).

If these guidelines are adhered to, your period of ill health will be recorded as sick leave, and your annual leave will be reinstated to be taken at another time (see 13.3 for Bank Holidays).

- 13.2 Should an occurrence as stated in 13.1 occur at the end of the leave year, i.e. in the month of March, you will be entitled to carry over a maximum of 5 days leave which must be taken by the end of April of that year, subject to service provision.
- 13.3 You will not be entitled to an additional day off work in recompense if you are sick on a bank or other public holiday. All hours associated with Bank Holidays whilst off sick must be deducted off your leave card.

14. SPECIAL LEAVE FOR DOMESTIC, PERSONAL AND FAMILY REASONS

- 14.1 The Trust is sensitive to the family commitments and responsibilities of our employees. Whilst we endeavour to maintain the optimum attendance at work of our staff, and in particular those who practice skills that are in short supply, we also acknowledge employees' requirements for leave due to particular family crisis episodes. Whilst it may be appropriate for our employees to take annual leave, in certain emergency circumstances the Trust can make the provision for special leave to allow some time

away from work. Such leave covers both paid and unpaid leave. It is intended for short notice, emergency crisis situations only and is not intended to meet long term domestic and family needs. These latter needs may more appropriately be covered by the Trust's Parental Leave Policy or Sickness Absence Management Policy.

14.2 When deciding what leave to grant, your manager will take into consideration the following factors:

- urgency of problem/issue
- nature of domestic / family crisis along with the number of dependants within the family
- the impact on you and the distance to be travelled, if any.
-

14.3 Your application for special / compassionate leave should be made using the form found at **Appendix 3**.

Special leave granted under these arrangements will be covered under the following general headings: -

15. BEREAVEMENT / COMPASSIONATE LEAVE

15.1 Up to a maximum of three days paid leave may be granted for you to make arrangements in respect of the death of a close relative / dependent, including arranging and attending the funeral.

15.2 For other relatives or friends, annual leave may be taken for attendance at funerals with the agreement of your manager and in accordance with service needs. If your entitlement to annual leave has been exhausted, a period of unpaid leave may be agreed at the discretion of your manager/head of service and in accordance with service needs.

15.3 It is recognised that individuals react differently to the death or personal trauma of those close to them. Some individuals may become effectively unable to come to work due to their own ill-health due to their emotional distress, in such circumstances this time off will be determined as sickness absence.

16. TIME OFF TO CARE FOR DEPENDANTS

16.1 You are entitled to take a reasonable amount of unpaid time off during working hours to deal with family emergencies. This is available to you regardless of your length of service.

16.2 Your manager/head of service may grant, at their discretion, up to three days' paid leave to you within a 12-month period, subject to your having accrued at least 12 months continuous service with the Trust.

Some examples of family emergencies where time off work may be considered would

be: -

- to provide immediate support when a dependent falls ill / is injured or assaulted
- to make arrangements for providing care when a dependent is taken ill or is injured
- to cope when normal arrangements for caring for a dependent unexpectedly breakdown
- to deal with an unexpected incident involving your child at a time when the child's school has responsibility for them.

NB. This is not an exhaustive list and all requests will be considered on a case by case basis.

- 16.3 A dependent is classed as your husband, wife, civil partner, parent, child or other person who lives in the same household as you (except tenants, lodgers, boarders or people who are employed by you). This includes partners or elderly relatives living with the family.
- 16.4 Even if the time taken off work is unpaid, you must advise your manager of the reason for your absence and how long you expect the absence is expected to last. Failure to do so could result in your absence being classed as unauthorised and may result in disciplinary action.

17. TIME OFF TO ATTEND MEDICAL OR DENTAL APPOINTMENTS

- 17.1 Every effort must be made by you to attend private medical / dental appointments outside of your normal working hours. Where this is not possible, paid time off may be considered for your first appointment, with the discretion of your manager/head of service, (having sought advice from the Human Resources Team). For follow-up or subsequent appointments, annual leave should be booked in hours, or accrued time in lieu taken.
- 17.2 Requests for paid time off for medical / dental appointments will require you to provide your manager with evidence via the relevant appointment card or hospital letter.
- 17.3 Where you may need to take regular time off to attend medical/dental appointments, your manager will give consideration to temporary changes in your working patterns to facilitate this, based on the need for service provision.
- 17.4 Requests for time off for appointments made at short notice may be declined due to the impact this may have on the service.

18. CIVIC AND PUBLIC DUTIES

Under the Employment Rights Act 1996, if you are: -

- a Justice of the Peace
- a member of a local authority
- a member of a statutory tribunal
- a member of a police authority
- a member of a board of prison visitors or a prison visiting committee
- a member of a relevant health body e.g. community health council
- a member of a relevant education body
- a member of the Environment Agency,

you will be allowed reasonable time off to perform your duties. In deciding what is reasonable, your manager will take into account the time required to perform these duties, the amount of time taken off and the exigencies of the service provided by the department/team/ward in which you work.

- 18.1 The duties which attract special leave are attendance at meetings, committees, or sub-committees, or any other duty the purpose of which is the discharge of the functions of the body in question.
- 18.2 In these circumstances up to six days paid leave will be granted in a year. Further periods of unpaid leave may be granted at the discretion of the manager/head of service. Pay will be constituted as basic earnings during a normal working week, including normal enhancements but excluding overtime hours.
- 18.3 You should make an application for special leave, associated with Civil Duties, in writing to your manager at least two months before each occasion. Such leave must be approved by your manager/head of service.

19. RESERVE FORCES

- 19.1 The Trust will grant up to one week of paid leave if you are undertaking Reserve Forces duties and a further one week of unpaid leave as part of your requirement to attend further training.

20. JURY AND WITNESS SERVICE

- 20.1 Under the provisions of the Juries Act 1974 jurors are required to attend criminal courts. The Trust will pay your salary in the usual manner if you are called to fulfill the role of a juror, taking into account the prevailing juror's allowances paid under statute, and the same for witness attendance if you are acting as a witness for the Trust, again taking into account any allowances paid for your attendance. You should make your manager aware at the earliest opportunity if you are called to be a juror, or witness for the Trust.
- 20.2 Court reimbursements (not including travel) must then be claimed by you from the Court and repaid to the Trust to offset salary payments made if you are the juror or witness on behalf of the Trust. Any forms received by you from the Courts should be passed to your manager/Payroll for completion.

- 20.3 If you are called to be either a juror or witness for the Trust you must make yourself available to the Court on the date/s specified by them.
- 20.4 If you are discharged by the Court, i.e. if it is known that your services will not be required on a given day / part-day, you must agree with your manager ahead of time whether you should report for work on either full days or half days. It is the Trust's stance that wherever feasible, based on your duties you should report for work when not required by the Court. If your normal place of work is located at a distance from the Court which would make it impractical to attend work you should seek clarity from your Manager as to whether you must report to another Trust location to undertake temporary alternative duties elsewhere. Such arrangements should be planned by your Manager, wherever possible, before you commence your Court duties.
- 20.5 If you are called as a witness to the Court in a private matter, i.e. not relating to your employment on behalf of the Trust, you will be required to take this as unpaid leave and claim back your expenses, including your salary, directly from the Court.

21. RELIGIOUS OBSERVANCE

- 21.1 Where feasible, the Trust will endeavour to reasonably accommodate time off, or provide flexibility of working arrangements for your religious observance.
- 21.2 Reasonable accommodation could include:
- adjusting working hours/days or exchanging bank holidays for holy days.
 - use of lunchtime in exchange for early departure from work (although Working Time Regulations should be taken into account)
 - adjusting working arrangements e.g. flexible arrival, departure times.
 - allowing time off to be made up.
 - swapping of hours.
- 21.3 The Trust is not obliged to give you paid time off for religious observance where the time is not subsequently made up.

22. TIME OFF FOR BLOOD DONATIONS

- 22.1 If you wish to donate blood locally to the Blood Transfusion Service you will be given time off with pay, subject to the needs of the service and having provided sufficient notice to your manager.

23. LEAVE TO ACCOMPANY A COLLEAGUE TO A HEARING

- 23.1 The Trust will allow you a reasonable amount of paid time off during working hours to accompany a colleague employed by Somerset Partnership NHS Foundation Trust to a capability, disciplinary or grievance hearing.

24. LEAVE TO ATTEND INTERVIEWS

- 24.1 If you have applied for other vacancies within the NHS you will be allowed reasonable time off with pay to attend the interview, subject to the needs of the service and the provision of reasonable notice.
- 24.2 Time off to attend non-NHS interviews will be subject to normal leave request arrangements.

25. LEAVE FOR PARLIAMENTARY CANDIDATES

- 25.1 If you are adopted as a candidate at a Parliamentary election, you will be granted four weeks special leave without pay to enable you to pursue this. If you are elected as a Member of Parliament, and you are a full time employee, you would be required to resign from your post in order to undertake your Parliamentary duties. Resignation would be unconditional and would not be linked to any re-employment on your ceasing to be a Member of Parliament. Continued employment if you are part time and elected to Parliament would depend on your ability to continue to fulfill the requirements of your employment.

26. LEAVE FOR SPECIAL CONSTABULARY DUTIES

- 26.1 The Chief Police Officer will approach the Trust regarding any applications from medical and nursing staff to join the Special Constabulary. Each individual case will be treated on its merits.

27. MATERNITY LEAVE, SURROGACY/ADOPTION, FERTILITY TREATMENT, PATERNITY LEAVE & PARENTAL LEAVE (Refer to the Trust's Parental Leave Policy)

28. INCLEMENT WEATHER LEAVE/ABSENCE (Refer to the Trust's Management of the Trust Workforce during Severe Weather Policy).

29. TRADE UNION ACTIVITY (Refer to the Trust's Trade Union Recognition Policy)

30. TRAINING REQUIREMENTS

- 30.1 The Trust will ensure that all necessary staff (qualified, unqualified, other clinical staff,) are made aware of this policy.

31. EQUALITY IMPACT ASSESSMENT

- 31.1 All relevant persons are required to comply with this document and must demonstrate sensitivity and competence in relation to the nine protected characteristics as defined by the Equality Act 2010. In addition, the Trust has identified Learning Disabilities as an additional tenth protected characteristic. If you, or any other groups, believe you are disadvantaged by anything contained in this document please contact the Equality and Diversity Lead who will then actively respond to the enquiry.

32. MONITORING COMPLIANCE AND EFFECTIVENESS

32.1 Monitoring arrangements for compliance and effectiveness

Overall monitoring will be by the Senior Managers Operational Group.

32.2 Responsibilities for conducting the monitoring

The Workforce Governance Group.

32.3 Methodology to be used for monitoring

DATIX forms completed for concerns raised.

32.4 Frequency of monitoring

Quarterly

32.5 Process for reviewing results and ensuring improvements in performance occur.

The Workforce Group will review any lessons learnt from any grievances/complaints received.

33. COUNTER FRAUD

- 33.1 The Trust is committed to the NHS Protect Counter Fraud Policy – to reduce fraud in the NHS to a minimum, keep it at that level and put funds stolen by fraud back into patient care. Therefore, consideration has been given to the inclusion of guidance with regard to the potential for fraud and corruption to occur and what action should be taken in such circumstances during the development of this procedural document.

34. RELEVANT CARE QUALITY COMMISSION (CQC) REGISTRATION STANDARDS

- 34.1 Under the **Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 (Part 3), the fundamental standards** which inform this procedural document, are set out in the following regulations:

Regulation 17:	Good governance
Regulation 18:	Staffing
Regulation 19:	Fit and proper persons employed
Regulation 20:	Duty of candour
Regulation 20A:	Requirement as to display of performance assessments.

- 34.2 Under the **CQC (Registration) Regulations 2009 (Part 4)** the requirements which inform this procedural document are set out in the following regulations:

Regulation 12: Statement of purpose
Regulation 18: Notification of other incidents

34.3 Detailed guidance on meeting the requirements can be found if you [CLICK HERE](#)

35. REFERENCES, ACKNOWLEDGEMENTS AND ASSOCIATED DOCUMENTS

35.1 References

Agenda for Change Terms and Conditions of Employment Handbook

35.2 Cross reference to other procedural documents.

Parental Leave Policy

Severe Weather (Management of the Trust Workforce During) Policy

Sickness Absence Management Policy

Trade Union Recognition Agreement

All current policies and procedures are accessible in the policy section of the public website (on the home page, click on 'Policies and Procedures'). Trust Guidance is accessible to staff on the Trust Intranet.

36. APPENDICES

For the avoidance of any doubt the appendices in this policy are to constitute part of the body of this policy and shall be treated as such.

Appendix 1: Annual Leave Entitlement Chart

Appendix 2: Bank Holiday Entitlement Chart

Appendix 3: Application Form for Special/Compassionate Leave

Appendix 4: Annual Leave card

APPENDIX 1

Annual Leave Entitlement for Complete Years Exclusive of Bank Holidays (calculated in hours)

Weekly Basic Contracted Hours	On Appointment	After 5 Years NHS Service	After 10 Years NHS Service
	27 days	29 days	33 days
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	194.0	209.0	238.0
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

Weekly Basic Contracted Hours	On Appointment	After 5 Years NHS Service	After 10 Years NHS Service
20.5	110.5	119.0	135.5
20.0	108.0	116.0	132.0
19.5	105.5	113.0	128.5
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	5.5	6.0	6.5
0.5	2.5	3.0	3.5

APPENDIX 2

Calculation of Bank Holiday Entitlement (in hours)

Weekly Basic Contracted Hours	Bank Holiday Entitlement for Full Leave Year					
	(6 Bank Holidays)	(7 Bank Holidays)	(8 Bank Holidays)	(9 Bank Holidays)	(10 Bank Holidays)	(11 Bank Holidays)
37.5	45.0	52.5	60.0	67.5	75.0	82.5
37.0	44.5	52.0	59.0	66.5	74.0	81.5
36.5	44.0	51.5	58.5	66.0	73.5	80.5
36.0	43.5	50.5	57.5	65.0	72.0	79.5
35.5	43.0	50.0	57.0	64.5	71.5	78.5
35.0	42.0	49.0	56.0	63.0	70.0	77.0
34.5	41.5	48.5	55.0	62.0	69.0	76.0
34.0	41.0	48.0	54.5	61.5	68.5	75.0
33.5	40.5	47.0	53.5	60.5	67.0	74.0
33.0	40.0	46.5	53.0	60.0	66.5	73.0
32.5	39.0	45.5	52.0	59.0	65.0	71.5
32.0	38.5	45.0	51.0	57.5	64.0	70.5
31.5	38.0	44.5	50.5	57.0	63.5	70.0
31.0	37.5	43.5	49.5	56.0	62.0	68.5
30.5	37.0	43.0	49.0	55.5	61.5	67.5
30.0	36.0	42.0	48.0	54.0	60.0	66.0
29.5	35.5	41.5	47.0	53.0	59.0	65.0
29.0	35.0	41.0	46.5	52.5	58.5	64.0
28.5	34.5	40.0	45.5	51.5	57.0	63.0
28.0	34.0	39.5	45.0	51.0	56.5	62.0
27.5	33.0	38.5	44.0	50.0	55.0	60.5
27.0	32.5	38.0	43.0	48.5	54.0	59.5
26.5	32.0	37.5	42.5	48.0	53.6	58.5
26.0	31.5	36.5	41.5	47.0	52.0	57.5
25.5	31.0	36.0	41.0	46.5	51.5	56.5
25.0	30.0	35.0	40.0	45.0	50.0	55.0
24.5	29.5	34.5	39.0	44.0	49.0	54.0
24.0	29.0	34.0	38.5	43.5	48.5	53.0
23.5	28.5	33.0	37.5	42.5	47.0	52.0
23.0	28.0	32.5	37.0	41.5	46.5	51.0
22.5	27.0	31.5	36.0	40.5	45.0	49.5
22.0	26.5	31.0	35.0	39.5	44.0	48.5
21.5	26.0	30.5	34.5	39.0	43.5	47.5
21.0	25.5	29.5	33.5	38.0	42.0	56.5

Weekly Basic Contracted Hours	Bank Holiday Entitlement for Full Leave Year					
	(6 Bank Holidays)	(7 Bank Holidays)	(8 Bank Holidays)	(9 Bank Holidays)	(10 Bank Holidays)	(11 Bank Holidays)
20.5	25.0	29.0	33.0	37.5	41.5	45.5
20.0	24.0	28.0	32.0	36.0	40.0	44.0
19.5	23.5	27.8	31.0	35.0	39.0	43.0
19.0	23.0	27.0	30.5	34.5	38.5	42.0
18.5	22.5	26.0	29.5	33.5	37.0	41.0
18.0	22.0	25.5	29.0	33.0	36.5	40.0
17.5	21.0	24.5	28.0	31.5	35.0	38.5
17.0	20.5	24.0	27.0	30.5	34.0	37.5
16.5	20.0	23.5	26.5	30.0	33.5	36.5
16.0	19.5	22.5	25.5	29.0	32.0	35.5
15.5	19.0	22.0	25.0	28.5	31.5	34.5
15.0	18.0	21.0	24.0	27.0	30.0	33.0
14.5	17.5	20.5	23.0	26.0	29.0	32.0
14.0	17.0	20.0	22.5	25.5	28.5	31.0
13.5	16.5	19.0	21.5	24.5	27.0	30.0
13.0	16.0	18.5	21.0	24.0	26.5	29.0
12.5	15.0	17.5	20.0	22.5	25.0	27.5
12.0	14.5	17.0	19.0	21.5	24.0	26.5
11.5	14.0	16.5	18.5	21.0	23.5	25.5
11.0	13.5	15.5	17.5	20.0	22.0	24.5
10.5	13.0	15.0	17.0	19.5	21.5	23.5
10.0	12.0	14.0	16.0	18.0	20.0	22.0
9.5	11.5	13.5	15.0	17.0	19.0	21.0
9.0	11.0	13.0	14.5	16.5	18.5	20.0
8.5	10.5	12.0	13.5	15.5	17.0	19.0
8.0	10.0	11.5	13.0	15.0	16.5	18.0
7.5	9.0	10.5	12.0	13.5	15.0	16.5
7.0	8.5	10.5	11.0	12.5	14.0	15.5
6.5	8.0	9.5	10.5	12.0	13.5	14.5
6.0	7.5	8.5	9.5	11.0	12.0	13.5
5.5	7.0	8.0	9.0	10.5	11.5	12.5
5.0	6.0	7.0	8.0	9.0	10.0	11.0
4.5	5.5	6.5	7.0	8.0	9.0	10.0
4.0	5.0	6.0	6.5	7.5	8.5	9.0
3.5	4.5	5.0	5.5	6.5	7.0	8.0
3.0	4.0	4.5	5.0	6.0	6.5	7.0
2.5	3.0	3.5	4.0	4.5	5.0	5.5
2.0	2.5	3.0	3.0	3.5	4.0	4.5
1.5	1.5	2.5	2.5	3.0	3.5	3.5
1.0	1.0	1.0	1.5	2.0	2.0	2.5
0.5	1.0	1.0	1	1.5	1.5	1.5

APPLICATION FORM FOR SPECIAL / COMPASSIONATE LEAVE

Special Leave / Compassionate Leave (please circle)

Requested by:

NAME ASSIGNMENT NO:

JOB TITLE: BAND:

TEAM..... BASE

WORK TEL NO: HOME/MOBILE NO:.....

Date/s of leave applied for:

From To

Amount of leave in total

Reason for request , including details of relationship of dependent involved, if applicable :

Continue on reverse of form if necessary

Special Leave / Compassionate leave previously taken (Within the last 12 months):

Paid:..... Unpaid:.....

Current annual leave balance:.....

I recommend grantingdays paid days unpaid

WARD/TEAM MANAGER DATE

Please send signed original to the Payroll department and a copy to HR at the following address; MALLARD COURT, EXPRESS PARK, BRISTOL ROAD BRIDGWATER, TA6 4RN

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
APR																															
MAY																															
JUN																															
JUL																															
AUG																															
SEP																															
OCT																															
NOV																															
DEC																															
JAN																															
FEB																															
MAR																															

Key: A = Annual Leave U = Unpaid Leave LEAVE ENTITLEMENT _____
 C = Compassionate Leave T = Training (Study Day) LEAVE TAKEN AS AT 31/3/___ _____
 L = Lieu Day BH = Bank Holiday LEAVE CARRIED OVER _____
 UA = Unauthorised Leave S = Sickness Absence
 M = Maternity Leave MD = Mandatory Training

Mandatory Training required (please complete as appropriate)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
APR																															
MAY																															
JUN																															
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 UA = Unauthorised Leave S = Sickness Absence
 M = Maternity Leave MD = Mandatory Training

Mandatory Training required (please complete as appropriate)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

APPLICATION FOR ANNUAL LEAVE

Name Entitlement hours
 Post Carried forward hours
 Base Total for year

Dates Requested		Number of Hours	Deputy / Cover	Balance Remaining	Date of Application	Manager's Signature
First Day	Last Day					

Bank Holidays	New Years Day	August Bank Holiday
	Easter – Good Friday and Easter Monday	Christmas Day
	May Day	Boxing Day
	Spring Bank Holiday	

APPLICATION FOR ANNUAL LEAVE

Name Entitlement hours
 Post Carried forward hours
 Base Total for year

Dates Requested		Number of Hours	Deputy / Cover	Balance Remaining	Date of Application	Manager's Signature
First Day	Last Day					

Bank Holidays	New Years Day	August Bank Holiday
	Easter – Good Friday and Easter Monday	Christmas Day
	May Day	Boxing Day
	Spring Bank Holiday	