Torbay and South Devon NHS
NHS Foundation Trust

ANNUAL LEAVE FOR CONSULTANTS AND SAS DOCTORS

(MD9)

If you require a copy of this policy in an alternative format (for example large print, easy read) or would like any assistance in relation to the content of this policy, please contact the Diversity & Inclusion Officer on 01803 656705.

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NHS Foundation Trust

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Date of Issue:	Feb 2023	**Next Review Date:**	Jan 2024
Version:	1.2	**Last Review Date:**	Feb 2023
Author:	Medical Workforce		
Integrated Service Unit:	Workforce and Organisational Development		

Approval Route	
Approved By:	**Date Approved:**
LNC	November 2002
LNC	September 2014
LNC	February 2017
JLNC	May 2019
Medical Workforce/ Staff side Chair	Feb 2023

Links or overlaps with other policies:	
Need to list all policies that are referred to, or have links to this policy. List them in numeric order.	

Amendment History

Issue	Date	Reason for Change
2	May 2005	
3	November 2006	
4	December 2007	
5	November 2009	
6	March 2011	Clarification of exceptional circumstances for payment for unused annual leave and Bank Holiday Calculator for part-time staff added
7	November 2011	Further clarification of application and sign-off process
8	March 2013	
9	July 2014	2 additional leave days for SAS doctors
10	Sept 2014	Agreement to move the annual leave year to Apr-Mar as of 1st April 2016
1 (new template)	Feb 2017	New policy Template and clarification of bank holiday entitlement.
1.1	June 2019	Revision of new ICO job titles. Reference to booking annual leave through ESR. Change to 6.1 entitlement in PA or working hours.
1.2	Feb 2023	Additional paras and Sections below as per TCS updates: Addition para 5.1.6 Changes to SAS Entitlement following introduction of SAS 2021 contract. Section 12 New sections 8, 9, 10 and 17 Additional paras 19.4 to 19.6

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Rapid Equality Impact Assessment

Policy Title (and number)	Annual Leave Consultant & SAS	**Version and Date**	V1.2 Feb 2023
Policy Author	Medical Workforce		

An (e)quality impact assessment is a process designed to ensure that policies do not discriminate or disadvantage people whilst advancing equality. Consider the nature and extent of the impact, not the number of people affected.

Who may be affected by this document?

Patients/ Service Users ☐	Staff ☒	Other, please state… ☐

Could the policy treat people from protected groups less favorably than the general population?
PLEASE NOTE: Any 'Yes' answers may trigger a full EIA and must be referred to the equality leads below

Age	Yes ☐ No☒	Gender Reassignment	Yes ☐ No☒	Sexual Orientation	Yes ☐ No☒
Race	Yes ☐ No☒	Disability	Yes ☐ No☒	Religion/Belief (non)	Yes ☐ No☒
Gender	Yes ☐ No☒	Pregnancy/Maternity	Yes ☐ No☒	Marriage/ Civil Partnership	Yes ☐ No☒

Is it likely that the policy could affect particular 'Inclusion Health' groups less favorably than the general population? (substance misuse; teenage mums; carers[1]; travellers[2]; homeless[3]; convictions; social isolation[4]; refugees)	Yes ☐ No☒

Please provide details for each protected group where you have indicated 'Yes'.

VISION AND VALUES: Policies must aim to remove unintentional barriers and promote inclusion

Is inclusive language[5] used throughout?	Yes ☐ No☐ NA ☒
Are the services outlined in the policy fully accessible[6]?	Yes ☐ No☐ NA ☒
Does the policy encourage individualised and person-centered care?	Yes ☐ No☐ NA ☒
Could there be an adverse impact on an individual's independence or autonomy[7]?	Yes ☐ No☐ NA ☒

EXTERNAL FACTORS

Is the policy a result of national legislation which cannot be modified in any way?	Yes ☐ No☒

What is the reason for writing this policy? (Is it a result in a change of legislation/ national research?)

to provide a uniform and equitable approach in the calculation of annual leave and bank holiday entitlements and arrangements for Consultant and SAS Doctors.

Who was consulted when drafting this policy?

Patients/ Service Users ☐	Trade Unions ☒	Protected Groups (including Trust Equality Groups) ☐
Staff ☐	General Public ☐	Other, please state… ☐

What were the recommendations/suggestions?

Does this document require a service redesign or substantial amendments to an existing process? ***PLEASE NOTE: 'Yes' may trigger a full EIA, please refer to the equality leads below***	Yes ☐ No☒

ACTION PLAN: Please list all actions identified to address any impacts

Action	Person responsible	Completion date

Torbay and South Devon NHS
NHS Foundation Trust

Contents

1. POLICY STATEMENT 5
2. PURPOSE 5
3 SCOPE 5
4 EQUALITY AND DIVERSITY STATEMENT 5
5 ROLES AND RESPONSIBILITIES 5
6 THE ANNUAL LEAVE YEAR 6
7 ENTITLEMENT 6
8 ENTITLEMENT ON JOINING 7
9 CHANGE OF ENTITLEMENT DURING LEAVE YEAR (LONG SERVICE) 7
10 ENTITLEMENT ON CHANGING CONTRACTED HOURS 8
11 CONSULTANTS ENTITLEMENT 8
12 SAS DOCTORS ENTITLEMENT 8
13.1 10
15. APPLYING FOR ANNUAL LEAVE 11
16 CARRY FORWARD OF ANNUAL LEAVE 11
17. SICKNESS DURING ANNUAL LEAVE OR BANK HOLIDAYS 11
18. EXCHANGE ANNUAL LEAVE ENTITLEMENT FOR PAYMENT 12
19. ENTITLEMENT ON LEAVING 13
20 TRAINING AND AWARENESS 13
21 CONTACT DETAILS 13
22. MONITORING, AUDIT AND REVIEW PROCEDURES 13
Appendix A: CONSULTANT AND SAS DOCTORS AUTHORITY TO EXCHANGE ANNUAL LEAVE ENTITLEMENT FOR A LUMP SUM PAYMENT 14
Appendix B: Bank Holiday Calculator 15
Appendix C: Annual leave examples 16

1. POLICY STATEMENT

1.1 Torbay and South Devon NHS Foundation Trust (the 'Trust') is committed to developing and maintaining working arrangements that enable staff to achieve a work life balance. The Trust recognises the importance of annual leave in helping staff to achieve this.

2. PURPOSE

2.1 The aim of this policy is to provide a uniform and equitable approach in the calculation of annual leave and bank holiday entitlements and arrangements for Consultant and SAS Doctors.

3 SCOPE

3.1 This policy applies to all Consultant and SAS Doctors employed by Torbay & South Devon NHS Foundation Trust, together with those on a joint contract with the organisation and another employer.

3.2 It does not apply to trainee doctors for whom separate provisions apply.

4 EQUALITY AND DIVERSITY STATEMENT

4.1 The Trust is committed to preventing discrimination, valuing diversity and achieving equality of opportunity. No person (staff, patient or public) will receive less favourable treatment on the grounds of the nine protected characteristics (as governed by the Equality Act 2010): sexual orientation; gender; age; gender re-assignment; pregnancy and maternity; disability; religion or belief; race; marriage and civil partnership. In addition to these nine, the Trust will not discriminate on the grounds of domestic circumstances, social-economic status, political affiliation or trade union membership.

4.2 The Trust is committed to ensuring all services, policies, projects and strategies undergo equality analysis.

5 ROLES AND RESPONSIBILITIES

Managers are responsible for:

5.1.1 Ensuring that individuals are aware of the procedures for requesting annual leave within their own department and are responsible for authorising any leave requests

5.1.2 Ensuring that staff are aware of their annual leave entitlements.

5.1.3 Ensuring that annual leave is planned and subject to the needs of the service. Managers should ensure that all staff spread their leave over the year to avoid excessive levels of leave at the same time or towards the end of the leave year

5.1.4 Keeping records for annual leave requests

5.1.5 Adjusting annual leave entitlement on notification from employee that service entitlement has been reached or working hours have changed.

5.1.6 Recording annual leave on the Trust's e-rostering system in order individual leave entitlement is capture accurately by the Workforce Systems Team.

Employees are responsible for:

5.2.1 Familiarise themselves with this policy and request annual leave in accordance with the policy and local department procedure /guidelines

5.2.2 Ensuring that their annual leave is planned and taken across the annual leave year.

5.2.3 Requesting and obtaining authorisation for any leave requests prior to booking any arrangements outside of work eg travel, accommodation, package holiday

5.2.4 Notifying their line manager when their length of service reaches a point which requires adjustment to their annual leave entitlement

6 THE ANNUAL LEAVE YEAR

6.1 The annual leave year runs from 1st April-31st March for all Medical and Dental staff applicable under this policy.

7 ENTITLEMENT

7.1 Leave allowance is based on 6 weeks annual leave, 2 days (in lieu of the two extra 'bank' holidays afforded to NHS Staff) and 8 days Bank Holiday. Entitlement should be taken in working hours or programmed activities.

7.2 Doctors/ Dentists who are not in the Trust when they are scheduled for SPA or DCC admin should book this time accordingly either as annual leave or study leave even if a SPA session is worked at home or at any other site (this should be clearly marked in the job plan). If they are not able to return to the Trust if a clinical need was to arise then it should be booked as leave.

7.3 Where less than a full week's leave is requested, there must be a discussion between the doctor and Service Lead/Operations Manager responsible for signing off the application to ensure a reasonable balance between DCC and SPA time is taken.

7.4 Part-time Consultants are entitled to the above allowances, pro rata to full time hours.

7.5 All leave should be applied for a minimum of ***six weeks*** in advance of the leave start date. Shorter notice may be allowed at the discretion of the Clinical Lead. Although Consultants and SAS doctors may take up two days of their total annual leave entitlement without seeking formal permission, this is subject to their giving notification beforehand and appropriate cover arrangements being confirmed for

fixed sessions or agreement from the Clinical Lead that commitments may be changed.

7.6 Leave will be granted in line with needs of the service and appropriate cover arrangements being in place. Each department must ensure that they have the correct number of people in work to ensure that a safe service is deliverable (this must consider potential sickness, special leave etc).

7.7 It is in the interests of Medical Staff and essential for the service that adequate cover arrangements for leave are arranged at Integrated Service Unit level. Medical staff are required, by the Terms and Conditions of Service, to deputise for absent colleagues 'so far as is practicable', even where this involves interchange of staff between hospitals. Arrangements for deputising must be agreed in advance of sign-off, either among the staff concerned within the Integrated Service Unit or Clinical Team or by a rota manager. Arrangements for cover should be clearly indicated on the Annual Leave form. The Clinical Lead must have approval from the Medical Director for any locum cover which will be exceptional.

7.8 Medical Staff should not be expected to take on cover for temporarily absent colleagues if the duties involved are unreasonable and beyond their competence.

8 ENTITLEMENT ON JOINING

8.1 All new members of staff will be entitled to annual leave on a pro rata basis, plus any remaining bank holidays left in the current annual leave year, when joining the organisation.

8.2 Entitlement in the first year is calculated from the first day of employment with the Trust.

8.3 The Bank/Public holiday entitlement will be based on the number of Bank/Public holidays remaining in the current leave year from the date of joining. Hours must be calculated pro-rata for part-time employees.

8.4 An employee commencing employment with the Trust who was previously employed by another NHS employer should ensure that all annual leave entitlements are used prior to commencing in their new post as annual leave entitlements cannot be carried over to the new position with the Trust

9 CHANGE OF ENTITLEMENT DURING LEAVE YEAR (LONG SERVICE)

9.1 Staff whose entitlement changes part way through a leave year by reaching a long service threshold willl have their annual leave entitlement calculated based on the number of completed months worked in the leave year prior to reaching the long service threshold together with the number of months worked in the leave year after reaching the threshold to give a total annual leave entitlement for the year.

9.2 If more days of the month fall after the date of gaining the higher entitlement, that month will be counted as a full month at the higher entitlement. Conversely if more days of the month fall before the change of entitlement, that month will be counted as a full month at the lower rate of entitlement.

10 ENTITLEMENT ON CHANGING CONTRACTED HOURS

10.1 Where staff change their contracted hours, this will result in a re-calculation of their annual leave entitlement based on completed months on the new and the old contracted hours to give the full year entitlement.

11 CONSULTANTS ENTITLEMENT

11.1 As per Schedule 18 of the Terms & Conditions – Consultants (England) 2003, annual leave should be discussed at the annual Job Plan review. Dates for annual leave and the arrangements for the Consultant's work to be done in his or her absence should be incorporated into the agreed Job Plan, or alternatively agreed at least 6 weeks in advance, if possible.

11.2

Consultant	Entitlement	Total
Consultants with less than 7 years' service as a Consultant	30 days + 2 statutory days	32
Consultants with 7 or more years' service as a Consultant	30 days + 2 statutory days + 2 extra days	34

11.3 Part-time Consultants are entitled to the above allowances, pro rata

Locum Consultants

11.4 Locum Consultants are entitled to annual leave on the same basis as substantive consultants under the provisions of Schedule 18 of the Terms & Conditions of Service. Annual leave will be accumulated during the tenure of a locum contract on a pro-rata basis.

11.5 Annual leave must be agreed at least ***six weeks*** in advance and cover should be arranged as per speciality arrangements.

12 SAS DOCTORS ENTITLEMENT

	Entitlement	Total
Speciality Doctor 2008 Contract	Less than 2 years' service 25 days + 2 Statutory Days	27 32

	Those who had an entitlement to 6 weeks leave in their immediately previous employment 30 days + 2 statutory days Over 7 years' service 30 days + 2 statutory days + 2 extra days	34*
Associate Specialist 2008 Contract	Under 7 years' service 30 days + 2 statutory days 7 years' completed service 30 days + 2 statutory days + 2 extra days	32 34*
Speciality Doctor 2021 Contract	Doctors upon 1st appointment to speciality grade who are not subject to minimum 2 years' service entitled to 25 days + 2 Statutory Days. Doctors who have completed minimum 2 years' service in the grade or who had an entitlement to 6 weeks leave in their immediately previous employment 30 days + 2 statutory days Over 7 years' service 30 days + 2 statutory days + 2 extra days^	27 32 34^
Specialists Doctor 2021 Contract	Doctors upon 1st appointment to speciality grade who are not subject to minimum 2 years' service entitled to 25 days + 2 Statutory Days. Doctors who have completed minimum 2 years' service in the grade or who had an entitlement to 6 weeks leave in their immediately previous employment 30 days + 2 statutory days Over 7 years' service 30 days + 2 statutory days + 2 extra days^	27 32 34^

** the additional 2 days for SAS doctors was agreed at LNC in July 2014.*

^ the additional day for SAS doctors on 2021 contact was agreed at JLNC in 2021

12.1 Part-time SAS Doctors are entitled to the above allowances, pro rata.

13. CALCULATION OF ENTITLEMENT

13.1 For example, a Consultant on a 40 hour contract who has been working for more than seven years and has six weeks of leave a year, there will also be an entitlement to eight days public holidays, plus 2 statutory days and 2 days extra leave every year (see table above). This is how the leave entitlement should be calculated

40h per week/5 days per week = 8 hrs per day

6 weeks x 5 days x 8hrs = 240hrs for Annual leave

12 days x 8 hours = 96hrs for the public holidays, statutory days and extra days

240 +96 = 336 hours of leave per year

14. BANK HOLIDAY ENTITLEMENTS

14.1 In addition to the basic annual leave entitlement employees are entitled to a Bank/Public holiday allowance. The hours an employee would normally work on a Bank Holiday to be taken as leave should be deducted from the 'Total Leave Entitlement'.

14.2 Part-time staff are entitled to a pro-rata Bank/Public holiday allowance. This allowance is calculated in hours to provide equity for all by ensuring that staff do not either lose out or gain in comparison to full-time colleagues or colleagues working differing work patterns ie a part-time person who works Mondays would benefit from dis-proportionality more Bank Holidays to someone who does not work on a Monday were these arrangements not applied. For the calculation to be applied and arrangements see Appendix B.

14.3 The recognised Public/Bank Holidays are as follows:

- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday (late May)
- August Bank Holiday
- Christmas Day*
- Boxing Day*
- New Year's Day*

*If these dates fall on a weekend (Sat and/or a Sun) the official Bank/Public Holiday days will be the following Monday (and Tuesday in the case of both Christmas Day and Boxing Day falling at the weekend).

14.4 Where Easter falls wholly or partly in March, the Bank/Public holidays will be deemed to be part of the leave year's entitlement as it falls. If this situation occurs then the entitlement the following year will be calculated as having less the number

of Bank/Public holidays that fell in the previous year (either one or two as appropriate).

14.5 The Bank/Public holiday period is defined as the 24 hour period from the midnight leading in to the Bank/Public holiday to midnight on the day of the Bank/Public holiday.

14.6 If an employee who has exhausted their Bank/Public holiday provision wishes or is required to take leave on a further Public/Bank holiday, the time taken will be deducted from the basic annual leave entitlement. This may be the case for someone who works part-time and the majority of Bank/Public holidays fall on their usual working day.

15. APPLYING FOR ANNUAL LEAVE

15.1 A minimum of six weeks' notice must be given of a request for leave

15.2 Applications for leave should be checked by the Operational Manager to ensure that adequate cover is available and then authorised by the Clinical Lead or their nominee, the Clinical Lead's by the Associate Medical Director and the Associate Medical Director's by the Trust Deputy Medical Director. Leave must not be assumed to be approved until it has been authorised by the relevant signatory.

15.3 The leave approval process will be via the Electronic Staff Record and should be completed within the five working days' time frame. Requests made with less than six weeks' notice will only be granted by the Clinical Lead or their nominee under exceptional circumstances.

16 CARRY FORWARD OF ANNUAL LEAVE

16.1 Medical Staff are normally expected to use their full annual leave entitlement within the leave year.

16.2 Where employees are prevented by the Trust from taking the full allowance of annual leave before the end of their leave year, they shall be allowed to make up the deficiency during the ensuing leave year at a time to be mutually agreed

16.3 Subject to the needs of the service Medical Staff may carry forward up to five days unused leave to their next leave year. However, in exceptional circumstances the carry over of leave in excess of five days may be authorised at the discretion of the Associate Director of Operations or Clinical Lead.

17. SICKNESS DURING ANNUAL LEAVE OR BANK HOLIDAYS

17.1 If a doctor falls sick whilst on annual leave, then in accordance with the Sickness Absence Management Policy, the employee must contact their line manager as soon as possible to inform them. If they wish to cancel the annual leave so that it can be taken at a later date the employee must provide a Fit Note and make a

request to their line manager. A self-certification will not be accepted. Annual leave can only be claimed back from the point of becoming sick.

17.2 In order claim back annual leave due to sickness, doctors are required to provide a Fit Note certificate upon their first day returning to work or due to return to work if absence is longer, after their original annual leave was booked and at no point thereafter. The annual leave must be taken at a later date in agreement with their line manager. If taken ill whilst abroad the employee must provide the necessary paperwork, i.e. signed hospital admission, referral etc, to enable the annual leave to be reimbursed.

17.3 For doctors who are long term sick, the Trust is obliged to ensure that they receive the Working Time Regulation annual leave entitlement of 20 days (pro rata for part time staff). Employees will continue to accrue statutory annual leave whilst sick and where unable to take it in the current holiday year due to sickness absence they are entitled to carry the statutory annual leave entitlement (20 days pro rata, minus any leave taken in that leave year) forward into the next year.

18. EXCHANGE ANNUAL LEAVE ENTITLEMENT FOR PAYMENT

18.1 The Trust will not ordinarily make payment in lieu of any untaken annual leave. However, in exceptional circumstances as an alternative to carrying forward annual leave, Medical Staff may exchange up to five days of their annual leave for the equivalent in pay as a lump sum payment (pro-rata for part time staff).

18.2 Exceptional circumstances would relate to operational requirements that have prevented the taking of annual leave. For consideration of buy-out of unused annual leave up, to the maximum of five days, all of the following essential criteria should be met:

Operational Need - The consultant/ SAS doctor has provided cover for an absent colleague or colleagues or worked on a key project that has significantly impacted upon their ability to take their annual leave in the outgoing leave year.

Regular Leave Management Discussions – There has been ongoing discussion regarding the difficulties being encountered in scheduling leave between the Clinical Lead/ Associate Medical Director and the individual, including the early consideration of the possible options for dealing with up to five days untaken leave e.g. schedule leave at end of out-going leave year, and or carry-over or payment.

Feasibility of Taking Excess Leave in Incoming Leave Year – The operational pressures will continue into the incoming leave year meaning that it is highly unlikely that any carried over leave days will be able to be taken in the new leave year.

18.3 An “Authority to Exchange Annual Leave Entitlement for a Lump Sum Payment” form (Appendix A) must be submitted six weeks prior to the end of an individual’s annual leave year to the appropriate Associate Director of Operations and Associate Medical Director for approval. The exceptional circumstance must be clearly documented.

18.4 Pay for the days exchanged will be calculated proportionate to your working week at your Programme Activity rate of pay applicable at the time of your application and will be paid in the following month's salary.

19. ENTITLEMENT ON LEAVING

19.1 Staff who leave the Trust receive their pro rata annual leave and Bank/Public holiday entitlement calculated up to their 'last working day', less any leave taken.

19.2 Where the leave due to an employee exceeds what they have taken, payment will be made for the balance in the final pay.

19.3 Where the annual leave taken exceeds the annual leave accrued, a deduction for the balance will be made in the final pay.

19.4 Details of all leave entitlement on termination must be entered on the Termination Form.

19.5 When calculating the entitlement on leaving for part-time employees who have added their annual leave hours together with their Bank/Public holiday hours to give 'total leave hours' the remainder of any Bank/Public holiday hours for the rest of the annual leave year must be deducted from the calculation.

19.6 Annual leave entitlements cannot be carried over to future employers, including NHS. All outstanding annual leave entitlements must be taken or will be paid for upon termination.

20 TRAINING AND AWARENESS

21.1 Advice and support will be provided by the Medical Workforce team to support staff and managers in adhering to this policy and their understanding of dealing with Annual Leave for Medical Staff.

22.2 The Medical Workforce team will raise awareness of this policy through the publication of information on ICON and to advise staff of changes to the policy through the ratification processes.

21 CONTACT DETAILS

21.1 Any queries regarding this policy should be directed to the Medical Workforce team.

- sdhct.medicalhr@nhs.net

22. MONITORING, AUDIT AND REVIEW PROCEDURES

22.1 This policy will be monitored and audited on a regular basis. A full review will take place every two years by the Integrated Service Unit of Workforce and Organisational Development unless legislative changes determine otherwise.

Torbay and South Devon NHS
NHS Foundation Trust

Appendix A: CONSULTANT AND SAS DOCTORS AUTHORITY TO EXCHANGE ANNUAL LEAVE ENTITLEMENT FOR A LUMP SUM PAYMENT

Written authority must be given to the Staff Payments Manager agreeing to the conversion of such leave to a lump sum payment and certifying that the total annual leave entitlement will be reduced accordingly.

Consultants and SAS Doctors may in exceptional circumstances convert up to five annual leave days (pro-rata for part-time staff) for the equivalent in pay,

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AUTHORITY TO EXCHANGE ANNUAL LEAVE ENTITLEMENT FOR A LUMP SUM PAYMENT

Please note – this form MUST be completed and forwarded to the Payroll Service Manager

NAME: _____ PAYROLL NO. _____

GRADE: _____ DEPARTMENT: _____

HOSPITAL: _____

Consultants and SAS Doctors may in exceptionally circumstances exchange a MAXIMUM of five days of their annual leave for the equivalent in pay (pro-rata for part-time staff)

I wish to exchange ☐ days annual leave for the equivalent in pay.

Exceptional circumstance for not been able to take annual leave: ……

……

SIGNED: _____ DATE: _____
(Employee)

APPROVED BY: _____ DATE: _____
Divisional General Manager
and
: _____ DATE: _____
Chief Executive

I certify that the annual leave records for this employee have been amended.

SIGNED: _____ DATE: _____
(Practice Manager of relevant specialty)

FOR FINANCE USE ONLY:

Number of days leave to be exchanged: ☐ Equivalent in Pay: £ _____

Entered on ESR for payment: SIGNED: _____ Payroll Officer

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NHS Foundation Trust

Appendix B: Bank Holiday Calculator

Weekly Basic Contracted Hours	Hourly Entitlement For Full Leave Year (8 BANK HOLIDAYS)	Weekly Basic Contracted Hours	Hourly Entitlement For Full Leave Year (8 BANK HOLIDAYS)
40	64	20	32
39.5	63.5	19.5	31
39	62.5	19	30.5
38.5	62	18.5	29.5
38	61	18	29
37.5	60	17.5	28
37	59	17	27
36.5	58.5	16.5	26.5
36	57.5	16	25.5
35.5	57	15.5	25
35	56	15	24
34.5	55	14.5	23
34	54.5	14	22.5
33.5	53.5	13.5	21.5
33	53	13	21
32.5	52	12.5	20
32	51	12	19
31.5	50.5	11.5	18.5
31	49.5	11	17.5
30.5	49	10.5	17
30	48	10	16
29.5	47	9.5	15
29	46.5	9	14.5
28.5	45.5	8.5	13.5
28	45	8	13
27.5	44	7.5	12
27	43	7	11
26.5	42.5	6.5	10.5
26	41.5	6	9.5
25.5	41	5.5	9
25	40	5	8
24.5	39	4.5	7
24	38.5	4	6.5
23.5	37.5	3.5	5.5
23	37	3	5
22.5	36	2.5	4
22	35	2	3
21.5	34.5	1.5	2.5
21	33.5	1	1.5
20.5	33	0.5	1

Appendix C: Annual leave examples

Below are some examples of how annual leave can be calculated and deducted.

Example 1 (calculation):

A Consultant works Tues/Weds/Thurs & Fri mornings 28 hours/7 PAs and has had more than 7 years' service.

The annual leave has been calculated as follows:

34 days/10 x 7 = 23.8 days or 28 hours x 34/5 = 190.4 hours

The bank holiday has been calculated as follows:

28 hours x 8/5 = 44.8 hours or 5.6 days

Therefore the total leave for the year would equate to 29.4 days or 235.2 hours

Example 2 (deduction):

Two Consultants both work 2.5 PA's per week (10 hours) and have less than 7 years' service.

Consultant A works 2.5 PAs in one day

Consultant B works 2.5 PAs over two days (5 hours each day)

Their total leave for the year would equate to 10 days or 80 hours

If you deduct the leave by days, Consultant A will have 10 weeks annual leave opposed to Consultant B who will only have 5 weeks annual leave; therefore the leave for Consultant A & B will need to be deducted as hours rather than days.

Example 3 (deduction)

Two Consultants both work 10 PA's per week (40 hours) and have more than 7 years' service.

Consultant A works Mon-Fri, 8 hours per day

Consultant B works Tues-Fri, 10 hours per day

The total leave for the year would be 34 days or 272 hours (including statutory and additional days), plus bank holidays.

Consultant A will have 5 days taken for a week's annual leave

Consultant B will need to have a week's annual leave deducted in hours; if it was deducted in days then they would receive 8.5 weeks of leave opposed to Consultant A who would receive 6.8 weeks.