

ANNUAL LEAVE CALCULATIONS

As the manager, it is your responsibility to ensure this is correct and any amendments are confirmed via email to the e-Rostering team so the entitlement can be updated when there is a contract change or an employee leaves the Trust

To access the Annual Leave calculator, click the link below

[Annual Leave/Time off Work | oneHR \(bfwh.nhs.uk\)](https://onehr.bfwh.nhs.uk)

Ensure you have the correct information:

- How many hours the member of staff works
- How many completed years service
- If this changes part way through the year you will need to complete two calculations
- Number of full months worked
- Number of Bank Holidays (this is displayed on the calculator when you select the Annual Leave year)

Exclusive Entitlement

- Full time staff who work standard 7.5 hours per day Mon- Fri
- Service does not open on Bank Holidays
- Entitlement on Health Roster will exclude Bank Holidays

Inclusive Entitlement

- Clinical staff working shifts – 7 days service
- Part time staff
- Rota includes working on a Bank Holiday
- Entitlement on Health Roster will include Bank Holidays
- Staff with Non-standard working patterns i.e. compressed hours / 9 day fortnight

Remember:

- Public holidays must be booked and taken in accordance with the employees working patterns
- Part time staff cannot change their days of work to avoid booking and taking Bank Holidays
- Public Holidays must be booked at the normal shift hours for that day e.g. If you work 5.0 hours on a Monday then you would book 5.0 hours on a Public Holiday for that Monday. If you work 12 hours, you would book 12 hours
- If a member of staff is sick during a Bank Holiday their leave on Health Roster should be amended appropriately

In accordance with Agenda for Change, one fifth of a member of staffs' contracted weekly hours have to be deducted from their Annual Leave entitlement for the current leave year, for each Bank Holiday that they have been absent whether this is their working day or not, this is because the Annual Leave is worked out over 5 days including all Bank Holidays.

To clarify, all staff who have an entitlement inclusive of Bank Holidays are given the full pro-rata amount of hours regardless of their working days therefore , if they are then absent from work sick, these hours must be deducted, regardless of the day they are off sick/working days in accordance with NHS T's and C's, Conditions for contractual sick pay:

14.9 Employees will not be entitled to an additional day off if sick on a statutory holiday

Please note: **This only applies to staff where their Annual Leave entitlement is inclusive of Bank Holidays**; this would include:

- All Part time staff
- Staff who are likely/expected to work on a Bank Holiday within their work contract

For advice on the calculation of Annual Leave and Bank Holidays and any queries relating to the deduction of the Bank Holidays when absent from work sick, please contact a member of the Workforce Advisory Team

bfwh.workforceadvisoryservice@nhs.net

For advice and guidance on the recording of Annual Leave and Bank Holidays on Healthroster please contact the e-Rostering Team

bfwh.e-rostering@nhs.net