**STANDARD OPERATING PROCEDURE**

**BANK WORKERS REQUESTING ANNUAL LEAVE**

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| **SOP Reference :** | **SOP-WFM-072** |
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1. **PURPOSE**

The purpose of this document is to outline the role and responsibilities of Bank Workers and the Staff Bank Office in recording and processing Bank Workers Annual Leave.

1. **BACKGROUND**

NHSL have developed these procedures in accordance with the Working Time Regulations. Every worker whether full-time or part-time, is entitled to paid annual leave. The current entitlement is 5.6 weeks per annum (28 days), pro-rata for part-time workers; this is inclusive of public holidays. For ‘as and when required’ workers, entitlement to Annual Leave will be calculated retrospectively based on the number of hours worked.

1. **PROCEDURE**

3.1 This procedure ensures that the correct process is followed to carefully record and collate hours worked, including how many hours are unsocial hours, to ensure all payments are calculated correctly (Appendix I).

3.2 The annual leave year runs from 1 April to 31 March.

1. **ROLES & REPSONSIBILITIES**

4.1 Bank Workers are responsible for completing an NHS Lanarkshire Annual Leave Claim Form available on: <http://firstport2/staffsupport/staffbank> forms

This must be submitted when going on annual leave to ensure that they receive and are paid the appropriate amount of statutory annual leave. Please note that leave cannot be requested for dates which Bank Workers have already agreed to work unless the Senior Workforce Solutions Adviser has honoured these dates and cancelled your bookings accordingly.

4.2 Bank Workers are responsible for submitting their completed Annual Leave Claim Form electronically to staffbank@lanarkshire.scot.nhs.uk

4.3 Balances relating to Annual Leave should be requested in the first instance by contacting the Staff Bank Office by e-mail to: staffbank@lanarkshire.scot.nhs.uk or by phone on 0300 3030229 Option 1

4.4 Bank Workers are responsible for ensuring that they take their yearly entitlement to annual leave in accordance with these guidelines.

4.5 Bank Workers must ensure that the minimum statutory requirement for leave is taken i.e. 5.6 weeks if accrued in any one year. However, leave should be broken down and taken quarterly i.e. leave accrued in April to June should be taken between July to September and so on **or will be lost at the end of each quarter.**

**1st Period** – 1 April to 30 June – Leave to be taken between 1 July and 30 September

**2nd Period** – 1 July to 30 September – Leave to be taken between 1 October and 31 December

**3rd Period** – 1 October to 31 December – Leave to be taken between 1 January and 31 March

**4th Period** – 1 January to 31 March\* – Leave to be taken between 1 April and 30 June.

**(\*No more than 51.75 hours accrued in one quarter will be carried forward and available to take in the next quarter up to max of 207 hrs per leave year i.e. 28 days)**

4.5 Bank Workers should claim annual leave on a Monday to Sunday basis and submit their claim form 2 weeks prior to proposed leave.

4.6 Annual Leave will be paid in the same week as if the shifts had been worked e.g. leave claimed for period 23rd to 29th January will be cut-off on Monday 30th January for payment the following week on a Thursday i.e. 9th February and so on.

4.7 The Staff Bank Office shall, upon verification of entitlement, process annual leave requests and ensure workers are paid appropriately.

4.8 The Staff Bank Office shall monitor annual leave throughout the year to ensure that all Bank Workers take their quarterly/yearly entitlement.

1. **APPENDICES**

**Appendix I Calculating Annual Leave Entitlement**

**Appendix II Annual Leave Claim Form**

**Appendix I**

**Calculation of Annual Leave Entitlements**

**For every 8.29 hours worked, 1-hour annual leave is accrued.**

The annual leave entitlement will be calculated in line with the following example:

Total hours worked during the 3-month period = 130

Average weekly hours worked – 130 x 4 x 7 / 326\* = 11.17 hrs

28 annual leave days = 5.6 weeks

5.6 weeks ÷ 4 accounting periods = 1.4

11.17 hours x 1.4 = 15.64 hours annual leave to be taken in the following accounting period

(\*326 is 365 less 5.6 weeks, ie 39 days)

Further information on leave entitlements is available on the website:

<http://www.sehd.scot.nhs.uk/mels/CEL2011_15.pdf>

**Appendix II**

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| --- | --- | --- |
| Name (Block Capitals) | LA_2col | Are you paid Weekly □ Monthly □ |
| Payroll Number: | Band: | NI Number: |
| **ANNUAL LEAVE DATES REQUESTED** |  **(For Staff Bank office Use Only)** |
|  | ***LEAVE TAKEN*** |
| **Date From****dd/mm/yy** | **Date To****dd/mm/yy** | **Hrs Claimed** | **Basic** | **Sat** | **Sun** | **N/D** | **P/H** |
|  |  |  |  |  |  |  |  |
| Signature: | Date Requested: |

**All Annual Leave should be claimed on a Monday to Sunday basis and Claim Form submitted 2 weeks in advance, a maximum is 8 hrs per day and 37 hrs per week. Please note that leave cannot be requested for dates which you have already agreed to work, unless your manager has honoured these dates and cancelled your bookings accordingly. Emergency leave may be granted dependant on circumstances.**

Annual Leave request forms should be sent to staffbank@lanarkshire.scot.nhs.uk

**For Staff Bank Official Use Only**

Date received ………… Initials ………..

Date keyed ………… Initials ………..

Paid in Month ………….

Paid in Week …………