

Reckonable Service for Annual Leave Entitlement / NHS Scotland Annual Leave Policy

Guidance – 27/3/24

The NHS Scotland Annual leave policy contained in DL (2027)4 [NHS Scotland annual leave policy for Agenda for Change staff \(annex supersedes DL\(2017\)04\)](#) allows NHS Scotland employers the discretion to take into account “any period or periods of employment with employers outside the NHS where these are judged to be relevant to NHS employment.”

With the agreement of the Corporate Management Team in order to maximise recruitment opportunities and in common with a number of other NHS Scotland Boards NHS Lanarkshire will take advantage of this discretion from 1st April 2024 for new appointments by recognising relevant service accrued in all sectors for the purposes of annual leave entitlement.

When determining the relevance of a new employee’s service outside of the NHS, managers must ensure that the relevant experience equates directly with the competence requirements of the post. Employees will be required to provide their line manager with reasonable evidence of previous service for consideration and a record should be kept of the rationale for recognising the experience as relevant.

In order for service to count as reckonable it needs to be in a comparable and highly relevant role. For these purposes a highly relevant role is outlined as a role which is within the same area of work to which the individual is being recruited, e.g. finance, therapy, human resources, information technology.

Where there is doubt about the relevance of the individual’s experience, advice should be sought from the HR department via HR Service Now.

For noting, NHS Scotland Annual Leave Policy for Agenda for Change Staff; DL(2027)4 has been recently updated to reflect the upcoming changes in full-time contracted hours and is available via the above link and is also available on HR Firstport pages [Home - Annual Leave & Public Holidays](#). The national annual leave and public holiday calculator should be used to calculate entitlements and can be found: <https://workforce.nhs.scot/calculators/annual-leave-calculator>