

## Annual Leave

### 1. How can I request leave?

- Please login to Workforce at <https://nclccgs.nhsworkforce.org/login>
- Then click on “Request Leave” on the left-hand side
- If you are a manager, you will have the option to select who you are requesting leave for (whether it is a member of your team or yourself). Select the appropriate person (if applicable)
- A calendar will appear on screen
- Select the date you wish to start your leave on, once selected, the date will appear highlighted
- If you are requesting more than one day, select the last day of leave
- If you are taking one day’s leave, click the same date again
- Select the category from the drop-down that best describes the type of leave you are requesting
- You will have the option to provide additional information to your manager about your leave request, however, this is optional to complete
- Once you finalise your selection, you will be asked to confirm your request by either clicking “submit request” or “cancel request.”
- Once you have submitted your request, this will go to your manager for approval.
- You will receive an e-mail once your manager approves your leave. Please note that your leave is not confirmed until your line manager approves the request.

If you are unable to login to your Workforce account, please contact [nelcsu.workforcesystemhr@nhs.net](mailto:nelcsu.workforcesystemhr@nhs.net).

### 2. What is my annual leave balance?

You can view you annual leave balance by logging in to Workforce at <https://nclccgs.nhsworkforce.org/login>.

Your annual leave balance will appear on your dashboard under the “Your details” section at the top of the page.

In order to view the leave you have already booked, you can view this by selecting “My Calendar” on the left-hand side of the screen. When selecting this option, a calendar will appear for the current month. You can scroll through to the month of the year, and the dates which you have requested or booked will appear on the relevant date/month.

If you are unable to login to your Workforce account, please contact [nelcsu.workforcesystemhr@nhs.net](mailto:nelcsu.workforcesystemhr@nhs.net).

### 3. What are the annual leave carry-over arrangements for 2021/2022?

Staff are normally permitted to carry over a **maximum of 5 days** into the next leave year, as per the [Annual Leave and Bank Holiday Policy](#). This only applies if there have been exceptional circumstances that have prevented them from taking their full leave entitlement, and the request to carry over leave has been approved by both their line manager and director.

For the period 2020/2021 to 2021/2022, staff will be able to carry over a **maximum of 10 days**. This is due to the demands and pressures associated with meeting the required response to the COVID-19 pandemic this year. Approval to carry-over more than 10 days annual leave must be obtained from the relevant Director, Executive Director and the HR Function.

### 4. How can I approve the annual leave carry-over for my staff?

For the carry over amount approved to appear in next years' leave entitlement, managers must enter them into the [Workforce System](#) in the following way:

- From 1 April 2021, when logging into Workforce, managers must select the **'Help'** function
- Then follow the steps under the **'process my staff carry over'** to record the number of days to be carried over for each member of staff they manage

Full guidance on how to manage the carry over of annual leave on the Workforce System can be found [here](#).

### 5. What are my annual leave entitlements?

These are outlined in **section 3: Annual Leave Entitlement** of the [NCL CCG Annual Leave & Bank Holiday Entitlement Policy](#).

<a href="#">Length of NHS Service</a>	<b>Annual Leave/ Bank Holiday Entitlement</b>
0 – 5 years' service	27 days + 8 public holiday entitlement
5 – 10 years' service	29 days + 8 public holiday entitlement
10 years' service +	33 days + 8 public holiday entitlement

If you feel that your annual leave entitlement is displaying incorrectly on your Workforce account, please contact [nelcsu.workforcesystemhr@nhs.net](mailto:nelcsu.workforcesystemhr@nhs.net).

## 6. What happens to my annual leave if I leave the organisation?

If you are leaving the organisation, part way through the annual leave year, your annual leave will be recalculated based on your leaving date.

Please refer to Appendix 2 of the [Annual Leave Policy](#) for examples of how to calculate your annual leave.

The formula to use to calculate leave will be in the following way:

Annual Leave Entitlement up to the leaving date =  
Holiday entitlement in days e.g. 27, 29 or 33 days/12 x No. of completed months in the leave year

**Example:** Employee A has 10 years' of NHS service and will be leaving the CCG on 30<sup>th</sup> December. Therefore, the period between 1 April – 30 December, Employee A would have worked 9 months. They would therefore be entitled to 22 working days until his last working day on 30 December.

$33 \text{ days}/12 \times 9 \text{ months} = 22 \text{ days}$

The same formula can be used for part-time staff using the annual leave entitlement in hours instead of days.

Example:

Employee B works 25 hours a week and has 4 years' service with the NHS, and will be leaving on 30<sup>th</sup> December. Therefore, the period between 1 April – 30 December, Employee B would have worked 9 months. They would therefore be entitled to 138 hours of leave

$138 \text{ hours}/12 \times 9 \text{ months} = 103.5 \text{ hours}$  exclusive of bank holidays.

## 7. What happens if I cannot take all my annual leave before my last day at the CCG?

Any remaining leave should be taken before the leaving date. If this cannot be accommodated, it will be paid out in your final salary. Similarly, if you have taken too much leave, it will be deducted from your final salary

It is important that your manager includes this information on your leaver's form. The leaver's form can be found in the [forms section](#) on the Intranet.

## **8. How do I calculate my annual leave if I work part time?**

Your annual leave based on your part-time hours will automatically be calculated by the Workforce System.

Appendix 2, Table 1 of the Annual Leave Policy gives a breakdown of the holiday entitlement for part-time staff based on the contracted hours per week.

If you feel that your annual leave entitlement is displaying incorrectly on your Workforce account, please contact [nelcsu.workforcesystemhr@nhs.net](mailto:nelcsu.workforcesystemhr@nhs.net).

## **9. How can staff cancel their annual leave on Workforce?**

- Please login to Workforce at <https://nclccgs.nhsworkforce.org/login>
- Select “Your summary” from the left-hand side of the page
- A monthly summary will appear
- Please select the month in which you would like to cancel your leave in
- Click on “Cancel leave” under the “Actions” column on the date/s you wish to cancel
- You will be prompted to provide a reason as to why you wish to cancel your leave. If you wish to proceed, select “Remove Request” and the request will be sent to your manager to action.

## **10. Which policy can I refer to for information on annual leave?**

For further information on annual leave, please refer to the [Annual Leave and Bank Holiday Policy](#).

If your query is not covered by the policy, please contact your relevant [HR business partner](#).