



**Nottingham and  
Nottinghamshire**  
Integrated Care Board

# Leave Policy

**July 2022 - July 2025**

CONTROL RECORD			
<b>Reference Number</b> HR-006	<b>Version</b> 1.1	<b>Status</b> Final	<b>Author</b> Head of Human Resources and Organisational Development <b>Sponsor</b> Director of Nursing <b>Team</b> Human Resources and Organisational Development
<b>Title</b>	Leave Policy		
<b>Amendments</b>	<ol style="list-style-type: none"> <li>1. Update of “buy” extra holiday entitlement of up to one week per annum (or in exceptional circumstances, two weeks per annum)</li> <li>2. Removal of reference to application to buy annual leave form and new information directing to staff intranet inserted, at Appendix A.</li> <li>3. Updated Equality Impact Assessment at Appendix B.</li> </ol>		
<b>Purpose</b>	To help employees to manage Leave demands through the provision of various leave arrangements		
<b>Superseded Documents</b>	Leave Policy v1.0		
<b>Audience</b>	All staff in Nottingham and Nottinghamshire Integrated Care Board		
<b>Consulted with</b>	Integrated Care Board Senior Leadership Team and Staff Engagement Group		
<b>Equality Impact Assessment</b>	See Appendix B		
<b>Approving Body</b>	ICB Board	<b>Date approved</b>	1 July 2022. Amendment made January 2024
<b>Date of Issue</b>	July 2022		
<b>Review Date</b>	July 2025		
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# Contents

	<b>Page</b>	
<b>1</b>	<b>Introduction</b>	<b>4</b>
<b>2</b>	<b>Purpose and Scope</b>	<b>4</b>
<b>3</b>	<b>Roles and Responsibilities</b>	<b>4</b>
<b>4</b>	<b>Annual Leave</b>	<b>5</b>
<b>5</b>	<b>Family Leave</b>	<b>5</b>
<b>6</b>	<b>Eligibility to Other Leave</b>	<b>5</b>
<b>7</b>	<b>Emergency/Urgent Carer's Leave</b>	<b>6</b>
<b>8</b>	<b>Bereavement/Compassionate Leave</b>	<b>7</b>
<b>9</b>	<b>Public Duties Leave</b>	<b>8</b>
<b>10</b>	<b>Jury Service</b>	<b>9</b>
<b>11</b>	<b>Religious/Cultural Observance</b>	<b>9</b>
<b>12</b>	<b>Territorial Army, Reserve or Cadet Forces</b>	<b>9</b>
<b>13</b>	<b>Healthcare Appointments</b>	<b>10</b>
<b>14</b>	<b>Inclement Weather</b>	<b>10</b>
<b>15</b>	<b>Unpaid Leave</b>	<b>11</b>
<b>16</b>	<b>Equality of Opportunity</b>	<b>11</b>
<b>17</b>	<b>Grounds for Complaint</b>	<b>11</b>
<b>18</b>	<b>Conduct whilst on Special Leave</b>	<b>11</b>
<b>19</b>	<b>Equality and Diversity Statement</b>	<b>12</b>
<b>20</b>	<b>Communication, Monitoring and Review</b>	<b>12</b>
<b>21</b>	<b>Staff Training</b>	<b>13</b>
<b>22</b>	<b>Interaction with other ICB Policies</b>	<b>13</b>
	<b>Appendix A: Annual Leave Guidance Note</b>	<b>14</b>
	<b>Appendix B: Equality Impact Assessment</b>	<b>19</b>

## 1. Introduction

- 1.1 This policy applies to the NHS Nottingham and Nottinghamshire Integrated Care Board, hereafter referred to as 'the ICB'.
- 1.2 The ICB recognises that many of its employees combine their working lives with the responsibilities for raising a family, caring for dependant relatives and other domestic commitments. It understands that there will be occasions when urgent domestic, personal, and family matters compete with work commitments and responsibilities. The objective of this policy is to help employees to manage these demands through the provision of various leave arrangements, which may be paid or unpaid, according to the circumstances and to ensure that the needs of the ICB have been considered. The ICB considers this integral part to good working practices.

## 2. Purpose and Scope

- 2.1 This policy applies to all the ICB employees at all levels and in all areas of work, regardless of their length in service. There is no qualifying period.
- 2.2 Due to the nature of urgent and unforeseen need, it is not possible or appropriate to set out comprehensive procedures for all situations. Managers and employees are encouraged to use this policy for guidance, and where necessary seek further advice from the HR Team.
- 2.3 The amount of time off should generally be agreed in advance with the Line Manager. The ICB may refuse the request if it is not considered reasonable.
- 2.4 The ICB will ensure that the application of any part of this policy does not have the effect of discriminating, directly or indirectly, against employees on the grounds of race, colour, age, nationality, ethnic (or national) origin, sex, sexual orientation, marital status, religious belief, or disability. The application of this policy will apply equally to full and part time, substantive, and fixed term employees.

## 3. Roles and Responsibilities

Roles	Responsibilities
<b>Line Managers</b>	<ul style="list-style-type: none"><li>• Understand the different types of leave available to ensure you are using the appropriate mechanism.</li><li>• Support the employee.</li><li>• Consider the requirements of the employee and the Line Manager when agreeing leave allowances.</li><li>• Ensure that there is the appropriate resilience in the team to cope with the loss of a staff member via other leave.</li></ul>

Roles	Responsibilities
	<ul style="list-style-type: none"> <li>• Ensure records are accurately kept of the leave awarded via either ESR or the Absence Application system.</li> </ul>
<b>Employees</b>	<ul style="list-style-type: none"> <li>• Understand the different types of leave available to ensure you are requesting the appropriate one.</li> <li>• Ensure you liaise with your manager in a timely manner.</li> </ul>
<b>Human Resources</b>	Provide Line Managers with advice and support on the aspects of this policy.

#### **4. Annual Leave**

- 4.1 The ICB annual leave year runs from 1 April to 31 March.
- 4.2 The entitlement to paid annual leave and paid public holiday provision is stipulated in the [NHS Terms and Conditions of Service Handbook](#). The amounts are pro-rata for part time employees.
- 4.3 Please refer to the Annual Leave guidance note (see **Appendix A**) for further information including information on term time only arrangements, compressed hours, and bank holiday accrual.

#### **5. Family Leave**

- 5.1 For details regarding maternity, paternity, parental and adoption leave, please refer to the Family Leave policy.

#### **6. Eligibility to Other Leave**

- 6.1 The possibility of leave is available to all employees, although there is no universal right or entitlement to this type of leave. Each request will be treated on its own merits, considering any qualifying conditions.
- 6.2 Ideally, special leave arrangements must be discussed and agreed with the Line Manager before it is taken. Where, due to the unforeseeable and urgent nature of the situation, this is not possible, retrospective approval for the leave must be sought from the Line Manager before any claim for paid leave will be granted.
- 6.3 Line Managers have the discretion to approve up to a maximum of six working days paid Emergency/Urgent Carer's Leave for an employee in a rolling 12-month period (pro-rata for part time staff); and up to ten working days paid Compassionate Leave in a rolling 12-month period (pro-rata for part time staff). Managers are required to record all special leave that has been

approved, both paid and unpaid in ESR. Requests for paid leave that exceed this limit must be approved by a member of the Executive Team.

- 6.4 Where circumstances change in respect of an approved special leave request, it is expected that employees advise their line managers as soon as possible.
- 6.5 Special Leave requests which the manager is unable to approve or can only partially approve should be discussed with the employee, giving an appropriate explanation for the decision. If the employee is dissatisfied with the explanation provided, section 16 outlines the steps available to them.
- 6.6 A dependent for the purposes of this policy is:
- An employee's spouse, civil partner, parent or child.
  - A person who lives in the same household as the employee, but who is not their tenant, lodger, border, or employee: or
  - Anyone else who reasonably relies on the employee to aid, plan, or act of the kind referred to below.

## **7. Emergency/Urgent Carer's Leave**

- 7.1 It is expected that employees will have made reasonable arrangements to cover any caring commitments they may have. Emergency/Urgent Carer's Leave is intended to enable employees to take a reasonable amount of time off work to deal with an unexpected or sudden problem concerning a dependent or a domestic emergency and allow them to make any necessary long-term arrangements.
- 7.2 A reasonable amount of time off during work hours, paid or unpaid, will be granted in response to an urgent, unforeseen family need. This form of leave will be short-term and ordinarily no more than one or two days in duration, to deal with an immediate crisis.
- 7.3 Examples of such circumstances are (this is not an exhaustive list):
- To provide care to a child, close relative or dependent who has taken ill.
  - To make the necessary arrangements for the provisions of care for an unwell child, close relative or dependent.
  - To deal with the disruption or termination of arrangements for the care of a child or dependent and to make the necessary arrangements for longer term solutions.
  - To deal with an incident which involves the employee's child, and which occurs unexpectedly whilst the child is at school.
  - To deal with an emergency that involves a family member, and which occurs unexpectedly.
  - To secure the employee's home in the event of accidental damage, burglary, household hazard.

- 7.4 In considering what leave is immediately necessary in a particular situation, the employee should discuss this with their Line Manager who will consider the full circumstances before reaching a decision. Where circumstances require longer absences, consideration should be given to utilising other leave provisions such as annual leave, parental or unpaid leave or an employment break.
- 7.5 If the employee knows in advance that they wish to take time off to care for a dependent, rather than arrange for someone else to do so, this policy will not apply. However, carer's leave may be appropriate to support routine medical appointments when the employee is the main carer, and no other arrangements can be made. This will be unpaid.

## **8. Bereavement/Compassionate Leave**

- 8.1 Compassionate Leave is available in the event of serious illness or the death of an immediate relative, i.e., parent, partner, children, grandparent, or close friend (where there is an alternative family configuration then the manager will sympathetically consider the application).
- 8.2 Leave granted under this scheme must be specifically to spend time with an immediate relative or close friend who is seriously ill or following the death of a relative or close friend, i.e., to attend a funeral, to support grieving relatives or to act as an executor of a dischargeable Will.
- 8.3 Managers may grant up to ten working days paid compassionate/bereavement leave (pro-rata for part time employees). Additional leave due to exceptional circumstances may be considered after discussion with a member of the Senior Leadership Team.
- 8.4 The following factors will be accounted for when determining the duration of leave and pay arrangements:
- The closeness of the employee's relationship with the deceased.
  - Whether the employee is responsible for the funeral arrangements.
  - The availability of other relatives or friends, particularly those more able to assist in the necessary arrangements.
  - The distance the employee needs to travel to plan and/or attend the funeral.
  - The needs of the individual's case and the requirements of the ICB.
- 8.5 There may be circumstances where it is appropriate for Emergency/Urgent Carer's Leave and Compassionate Leave to be used in conjunction. Each case will be considered individually.
- 8.6 The amount of paid Emergency/Urgent Carer's Leave and Compassionate Leave cannot be extended beyond entitlement (i.e., six working days for Emergency/Urgent Carer's Leave and ten working days for Compassionate

Leave). In cases where employees have exhausted their entitlement and require further time off, then the employee may request to use annual leave at short notice or take unpaid leave.

## **9. Public Duties Leave**

9.1 Employees have a right to a reasonable amount of unpaid time off if they are a:

- Justice of the Peace (Magistrate).
- Member of a Local Authority.
- Member of a Police Authority.
- Member of any statutory tribunal.
- Member of the managing or Governing Body of an educational establishment.
- Member of a health service or educational body.
- Member of a prison visiting committee (Scotland) or a member of a prison independent monitoring board (England/Wales).
- Member of the Environment Agency.
- Member of a recognised Trade Union – Trade Union activities are unpaid. For Trade Union duties, training or acting as a Learning Representative, payment will be made in line with ACAS Code of Practice (Partnership Arrangement).

9.2 The ICB are required to grant reasonable time off for employees to:

- Attend meetings of the bodies listed in 9.1 or any of its committees and sub-committees.
- Perform duties approved by the bodies.

9.3 In addition to the statutory bodies above, the ICB may extend public duties leave for:

- Attendance in Court or tribunal as a witness.
- Attendance at Professional Registration meetings hearings.

9.4 Employees must discuss their intentions and potential implications with their Line Manager before applying to join a public body and obtain agreement in principle to the amount of paid/unpaid time off to be granted.

## **10. Jury Service**

10.1 Leave to carry out Jury Service must be granted where an employee has received notice from the Courts that they have been called. The employee



should claim loss of earnings from the Court. Arrangements will be made with the employee to deduct this amount from their salary.

- 10.2 Employees should note that where, due to the nature of certain roles, there may be difficulties to back fill their role, they have the right to appeal against the request to undertake Jury Service and the ICB may ask them to do so.
- 10.3 The employee will be expected to return to work if:
- An employee's services are only required for 50% or less of the court day
  - The employee's Jury Service ends before the expected period

## **11. Religious/Cultural Observance**

- 11.1 There is no statutory right to time off for religious or cultural occasions. Employees wishing to take time off for religious activities should book annual leave in accordance with the Annual Leave guidance or alternatively apply for unpaid leave.
- 11.2 Employees with longer term religious commitments should consider making an application under the Flexible Working Policy.
- 11.3 Every effort should be made by Line Managers to meet religious commitments in accordance with the principles of the ICB's Equality, Diversity and Inclusion Policy.

## **12. Territorial Army, Reserve or Cadet Forces**

- 12.1 Any employee who wishes to volunteer for service with the Reserve or Cadet Forces must obtain permission from the ICB before doing so, or if applying for an appointment with the ICB, must declare their membership of such forces with the ICB.
- 12.2 Employees who are required to attend periods of training, including annual camps and are unable to arrange such training during off duty or annual leave, may be granted special leave for that purpose by their Line Manager of up to five working days' paid leave within a 12-month period. Relevant documentation detailing the dates for leave should be provided by the employee.
- 12.3 Employees absent from duty owing to sickness or injury caused by or arising from their own off-duty activities as members of the Reserve or Cadet Forces will be entitled to Statutory Sick Pay only. However, in exceptional circumstances the ICB may, at its discretion, authorise Occupational Sick Pay for the whole or part of such absence, on the authority of a member of the Executive Team as appropriate and in consultation with the HR Team.
- 12.4 Where employees are formally requested to mobilise overseas, each case will be considered on an individual basis.

- 12.5 Employees must obtain the consent of their Line Manager before volunteering for a Reserve Force. Consent will not be unreasonably refused, but it must be recognised that in time of emergency certain services managed by the organisation will be under pressure and therefore there may be a need to limit the number of employees who may be called away from these services in a time of emergency.

### **13. Healthcare Appointments**

- 13.1 Wherever possible employees should ensure that they make appointments for their doctor, dentist outside of their working hours. Where this is not possible, time off for medical/dental appointments should be scheduled for the beginning or the end of the working day. This also applies to appointments for dependents where possible.
- 13.2 Employees are expected to complete their day's work and to make up time taken to attend the appointment or to use owed time off in lieu (if appropriate) or to take annual leave.
- 13.2 On production of an appointment letter for hospital treatment, reasonable paid time off will be granted.
- 13.3 For entitlement to attend antenatal appointments, please refer to the Family Leave Policy.
- 13.4 All appointments should be supported by an appointment card or some other documentary proof and agreed with the Line Manager in advance.

### **14. Inclement Weather**

- 14.1 There will be occasions when it is difficult to get to work safely due to exceptionally severe inclement weather conditions such as snow, flooding, etc.
- 14.2 Employees not able to get to work must inform their Line Manager of their absence as close as possible to the beginning of their workday.
- 14.3 When employees are unable to get into work (or their nearest base) due to inclement weather, they will be required to take annual leave, unpaid leave, or time off in lieu where appropriate (unless otherwise directed by the Executive Team in cases of severe weather).
- 14.4 Where practicable, employees may work from home with the agreement of their Line Manager.

## **15. Unpaid Leave**

- 15.1 If leave arrangements as outline in the sections above are not sufficient to meet the employees need and there is no annual leave outstanding, then management may consider granting unpaid leave. Circumstances should be fully discussed and subject to service needs.
- 15.2 For periods of unpaid leave, employees should be aware that this may have an impact on pension contributions and benefits.

## **16. Equality of Opportunity**

- 16.1 No-one who makes a request for, or is granted, special leave pursuant to this policy will be discriminated against or suffer any detriment on the grounds that they requested or were granted such leave.

## **17. Grounds for Complaint**

- 17.1 Any employee who feels that their request for Other Leave has not been given full consideration by their Line Manager may refer the request to the manager's manager.
- 17.2 The majority of matters requiring Other Leave after a brief discussion of the circumstances can be resolved. Employees who are dissatisfied with the application of this policy may raise the matter through the ICB Grievance Policy and procedure.
- 17.3 Any employee who has apparently abused the right to Emergency/Urgent Carer's, Compassionate, or short notice leave will be subject to the ICB Disciplinary Policy.

## **18. Conduct whilst on Special Leave**

- 18.1 Any employee who is found to have falsely taken or claimed the leave provisions laid out in this policy may be liable to disciplinary action under the ICB's Disciplinary Policy.
- 18.2 If a concern is raised regarding suspicion of fraudulent activity, this will be referred to the Local Counter Fraud Team to establish the correct course of action. No discussions should take place at this stage with the employee about the allegation.

## **19. Equality and Diversity Statement**

- 19.1 Nottingham and Nottinghamshire ICB pays due regard to the requirements of the Public Sector Equality Duty (PSED) of the Equality Act 2010 in policy development and implementation as a commissioner and provider of services as well as an employer.

- 19.2 The ICB is committed to ensuring that the way we provide services to the public and the experiences of our staff does not discriminate against any individuals or groups on the basis of their age, disability, gender identity (trans, non-binary), marriage or civil partnership status, pregnancy or maternity, race, religion or belief, gender or sexual orientation.
- 19.3 We are committed to ensuring that our activities also consider the disadvantages that some people in our diverse population experience when accessing health services. Such disadvantaged groups include people experiencing economic and social deprivation, carers, refugees and asylum seekers, people who are homeless, workers in stigmatised occupations, people who are geographically isolated, gypsies, Roma and travellers.
- 19.4 As an employer, we are committed to promoting equality of opportunity in recruitment, training and career progression and to valuing and increasing diversity within our workforce.
- 19.5 To help ensure that these commitments are embedded in our day-to-day working practices, an Equality Impact Assessment has been completed for, and is attached to, this policy.

### **Communication, Monitoring and Review**

- 20.1 The Leave Policy will be highlighted to new employees at staff induction and is stored on the ICB's HR/OD Intranet pages and by the ICB's HR&OD Team.
- 20.2 The Leave Policy will be reviewed periodically every three years (or earlier if changes in the law or any other circumstances require it) and will be approved by the Remuneration Committee.
- 20.3 Any individual who has queries regarding the content of this policy, or has difficulty understanding how this policy relates to their role, should contact the HR Lead.

### **Staff Training**

- 20.4 Any individual who has queries regarding the content of this policy, or has difficulty understanding how this policy relates to their role, should contact the HR Team via email at [nnicb-nn.hr@nhs.net](mailto:nnicb-nn.hr@nhs.net)

### **Interaction with other ICB Policies**

- 22.1 This policy should be read in conjunction with the following ICB policies:

- Family Leave Policy
- Flexible Working Policy
- Grievance Policy
- Disciplinary Policy
- Equality, Diversity and Inclusion Policy.

## **Appendix A:**

### **Annual Leave Guidance Note**

The purpose of this document is to provide support to employees and line managers on the limits of annual leave.

The entitlement to paid annual leave and paid holiday provisions are stipulated in the NHS Terms and Conditions of Service [Handbook](#).

#### **1. Reckonable Service**

An employee's continuous previous service with a NHS employer will count as reckonable service in respect of annual leave. In addition, aggregated NHS service, i.e. any period of time that has been worked in the NHS, regardless of whether or not there has been a break in service, will count as reckonable service for annual leave, though the break will not count. No other service other than NHS service will contribute to annual leave entitlement.

The organisation will recognise as much previous NHS service as possible. The onus is on the individual to provide satisfactory documentary evidence of the period of employment to be recognised.

Providing false evidence will be dealt with under the organisation's Disciplinary Policy and a referral will be made to the Counter Fraud Specialist (CFS) for investigation which may result in criminal action.

Evidence must be verified before reckonable service can be confirmed.

#### **2. Public Holidays**

A Public Holiday is defined as a period of normal duty that starts within the period of 24 hours from midnight to midnight.

All employees are entitled to the paid Public Holidays where they fall in the leave year. In the case of part time staff, this will be a proportionate number of Public Holiday hours based on their weekly contracted hours.

Employees working as a job share should be treated as part-time for the purposes for calculating holiday and Public Holiday entitlement.

Public holidays do accrue whilst on maternity/adoption leave. However, employees do not accrue Public Holidays whilst on sickness absence.

### 3. Full time employees

For full time employees, the annual leave allowance is as follows:

<b>Length of service</b>	<b>Annual Leave</b>
<b>On appointment</b>	27 days / 202.5 hours
<b>After 5 years' service</b>	29 days / 217.5 hours
<b>After 10 years' service</b>	33 days / 247.5 hours

The entitlement for public holidays will reflect the number of public holidays in that leave year i.e. will vary depending on when Easter falls. All full time employees are credited 7.5 hours a public holiday.

### 4. Part time employees

For part time employees, the annual leave allowance is pro-rata. To calculate your annual leave, please refer to the annual leave calculator on the ICB's Intranet site. You will need to know how many years' service you have.

Public holiday allowance is also pro rata. The calculation for this is as follows:

$$\frac{\text{contractual weekly hours}}{5} \times \text{number of public holidays} = \text{entitlement in hours}$$

This is in addition to your annual leave. When a public holiday falls on a normal working day, you will need to use your allowance and deduct the hours you would normally work from the amount. If a public holiday falls on your non-working day, no deduction needs to be made.

### 5. Changing your contractual hours

Where an employee changes their contracted hours, this will result in a re-calculation of their annual leave entitlement based on completed weeks on the new and the old contracted hours to give the full year entitlement.

### 6. Compressed hours

Where an employee is working compressed hours equivalent to full time hour for example a nine-day fortnight their annual leave entitlement should be taken in hours and the amount deducted on any days leave should be equivalent of their normal working day. For example, where someone is working nine equal length days over a fortnight they would deduct 8.33 hours for any days annual leave taken and also for any public holiday which fell on a normal working day.

### 7. Recording annual leave

Annual leave is recorded via employee's self-service on ESR.

## 8. Accrual of annual leave

Annual leave during maternity/paternity/adoption leave is detailed in the Family Leave Policy.

Employees will accrue annual leave during paid and unpaid periods of maternity leave.

An employee may be encouraged to take any outstanding leave prior to maternity leave. However, if this is not possible, then this leave will carry forward and be added to that which is accrued over the maternity leave period.

Employees will accrue annual leave during sickness related absence based on their contractual annual leave entitlement, excluding public holidays.

If an employee's sickness absence spans two leave years, the maximum of accrued annual leave (excluding public holidays) that may be carried forward will be in accordance with the statutory entitlement up to a maximum of four weeks, where one week is equal to the employee's contractual hours.

## 9. Carrying over annual leave

The ICB's expect that within the annual leave year employees will be provided with the opportunity to take all their annual leave. Only in exceptional circumstances, employees can carry over up to a contractual working week in hours of basic hours into the following leave year. This is with approval from your line manager.

If an employee has returned to work from absence before the holiday year expires, they must take any accrued leave before the end of the holiday year.

In the cases of employees on long term sickness absence and the accrual of statutory annual leave, please refer to your Sickness Absence Policy.

In the cases of employees on maternity/paternity/adoption/parental leave, please refer to the Family Leave policy.

For employees on term time only contracts there is no entitlement to carry over annual leave into the next leave year period.

## 10. Buying annual leave

The ICB's are committed to assisting its employees to achieve a healthy balance between their work and personal lives, in the best interest of both service delivery and the wellbeing of individuals.



To support this, employees have the option to buy annual leave.

This builds on the existing provision for unpaid leave and career breaks, which are still available to employees.

The scheme allows employees to 'buy' extra holiday entitlement of up to two weeks per annum and is designed to give employees extra flexibility to working lives.

Managers will consider the impact of any carry over of annual leave before agreeing the purchase of further annual leave.

Employees who would like to buy one or two weeks holiday will have their annual salary reduced by one week's pay, and this deduction will be spread evenly across the remaining months of the annual leave year's salaries. As deductions will be taken from the individual's gross pay, tax and National Insurance will be slightly reduced, as they will be calculated based on the reduced salary. However, pension contributions will be deducted as if the normal salary has been paid which will ensure pension entitlements are unaffected.

Bought annual leave will be added to the employee's normal annual leave entitlement and will be authorised in the same way as normal annual leave. There is no requirement that this additional annual leave will need to be taken as a block week.

If an employee who has opted into the scheme terminates their employment part way through the year the remaining payments will be deducted from their final salary payment. However, any untaken annual leave that is due upon termination will also be reimbursed.

Applications must be made on the 'Buying Annual Leave' application form which will be published on the staff intranet for each financial year. Both the employee and their line manager must sign the application form before being submitted to the HR team for processing. The form must be received by the 4<sup>th</sup> of the month in order for payments to start in same month. Failure to meet this deadline could result in payments being delayed and the monthly payments to be increased.

Where it is not possible to accommodate the request, a written response detailing the response detailing the reasons why the application has not been successful will be provided.

## 11. Entitlement on leaving

Employees who leave the organisation will be entitled to be paid for annual leave accrued from the start of the leave year until their leaving date less any annual leave already taken. Employees who are part time or who do compressed hours may also

be paid for any outstanding public holiday entitlement that is unused, where the public holidays have occurred.

Where total leave taken exceeds the earned total leave entitlement an appropriate deduction will be made from final monies.

If the final salary is not enough to cover monies owing, the employee will be required to pay these monies and will be invoiced by the ICB.

## 12. Death in Service

Where an employee dies in service, annual leave entitlement will be calculated as set out in paragraph 11 above (Entitlement on leaving).

Where there are monies owing to the deceased for outstanding annual leave not taken, the monies will be payable to their estate.

Where the deceased has taken too much annual leave, the organisation will not seek to recoup this amount.

## 13. Annual leave for term time only contracts

Paid annual leave for employees on term time only contracts will be proportional to the established entitlements as set out above.

This is based on taking defined notional periods of annual leave within the school holidays and therefore captures both statutory holiday entitlement and public holiday entitlement based on their entitlement stipulated above.

Any variation of holidays outside the defined school closure must be agreed in advance with the employee's line manager and will be subject to service needs. If it is in addition to school holiday closures managers should contact HR to calculate the impact on salary.

## 14. Further advice

If you need any further advice, please contact the HR team.

## Appendix B: Equality Impact Assessment

<b>Overall Impact on:</b> <b>Equality, Inclusion and Human Rights</b>	<b>Positive</b> <input type="checkbox"/> <b>Neutral</b> <input checked="" type="checkbox"/> <b>Negative</b> <input type="checkbox"/> <b>Undetermined</b> <input type="checkbox"/>
--------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Name of Policy, Process, Strategy or Service Change</b>	Leave Policy <b>Date of Completion</b> Original June 2022
<b>EIA Responsible Person</b> Include name, job role and contact details.	Gemma Waring, Head of Human Resources and Organisational Development Email: <a href="mailto:gemma.waring@nhs.net">gemma.waring@nhs.net</a>
<b>EIA Group</b> Include the name and position of all members of the EIA Group.	
<b>Wider Consultation Undertaken</b> State who, outside of the project team, has been consulted around the EIA.	Staff Engagement Group
<b>Summary of Evidence</b> Provide an overview of any evidence (both internal and external) that you utilised to formulate the EIA. E.g., other policies, Acts, patient feedback, etc.	Equality Act 2010

	What are the <b>actual, expected or potential positive impacts</b> of the policy, process, strategy or service change?	What are the <b>actual, expected or potential negative impacts</b> of the policy, process, strategy or service change?	What <b>actions have been taken</b> to address the actual or potential <b>positive and negative impacts</b> of the policy, process, strategy or service change?	What, if any, <b>additional actions should be considered</b> to ensure the policy, process, strategy or service change is as inclusive as possible? Include the <b>name and contact details</b> of the person responsible for the actions.	<b>Impact Score</b>
<b>Age</b>	There are no actual or expected positive impacts on the characteristic of Age.	There are no actual or expected negative impacts on the characteristic of Age.	None.	None.	3
<b>Disability<sup>1</sup></b> (Including: mental, physical, learning, intellectual and neurodivergent)	Potential impact for individuals with a disability or underlying health condition where requirement to attend medical appointments is required.	There are no actual or expected negative impacts on the characteristic of Disability.	Management and employee training on application of policy and sickness absence support. HR support.	Mechanisms are in place via the Communications and Engagement Team to receive the policy in a range of languages, large print, Braille, audio, electronic and other accessible formats.	2
<b>Gender<sup>2</sup></b> (Including: trans, non-binary and gender reassignment)	There are no actual or expected positive impacts on the characteristic of Gender.	There are no actual or expected negative impacts on the characteristic of Gender.	None.	None.	3

<b>Marriage and Civil Partnership</b>	There are no actual or expected positive impacts on the characteristic of Marriage and Civil Partnership.	There are no actual or expected negative impacts on the characteristic of Marriage and Civil Partnership.	None.	None.	3
<b>Pregnancy and Maternity Status</b>	There are no actual or expected positive impacts on the characteristic of Pregnancy and Maternity Status.	There are no actual or expected negative impacts on the characteristic of Pregnancy and Maternity Status.	None.	None.	3
<b>Race<sup>3</sup></b>	There are no actual or expected positive impacts on the characteristic of Race.	There are no actual or expected negative impacts on the characteristic of Race.	None.	None.	3
<b>Religion and Belief<sup>4</sup></b>	Potential impact for individuals whose religion or belief may require absence to attend events, festivals or pilgrimages.	There are no actual or expected negative impacts on the characteristic of Religion or Belief.	Management and employee training on application of policy. HR support.	None.	2
<b>Sex<sup>5</sup></b>	There are no actual or expected positive impacts on the characteristic of Sex.	There are no actual or expected negative impacts on the characteristic of Sex.	None.	None.	3

<b>Sexual Orientation<sup>6</sup></b>	There are no actual or expected positive impacts on the characteristic of Sexual Orientation.	There are no actual or expected negative impacts on the characteristic of Sexual Orientation.	None.	None.	3
<b>Human Rights<sup>7</sup></b>	There are no actual or expected positive impacts on the characteristic of Human Rights.	There are no actual or expected negative impacts on the characteristic of Human Rights.	None.	None.	3
<b>Community Cohesion and Social Inclusion<sup>8</sup></b>	There are no actual or expected positive impacts on the characteristic of Community Cohesion and Social Inclusion.	There are no actual or expected negative impacts on the characteristic of Community Cohesion and Social Inclusion.	None.	None.	3
<b>Safeguarding<sup>9</sup></b> (Including: adults, children, Looked After Children and adults at risk or who lack capacity)	There are no actual or expected positive impacts on the characteristic of Safeguarding.	There are no actual or expected negative impacts on the characteristic of Safeguarding.	None.	None.	3
<b>Other Groups at Risk<sup>10</sup></b> of Stigmatisation, Discrimination or Disadvantage	Potential impact for individuals who are a carer and are required to attend medical appointments to support the individual that they provide care for.	There are no actual or expected negative impacts on the characteristic of Other Groups at Risk.	Management and employee training on application of policy and sickness absence support. HR support.	None.	2

**Additional Narrative**

Provide additional evidence and narrative about the positive, negative, and neutral impacts of the proposal on the equality, inclusion and human rights elements detailed above.

You should consider:

- Three elements of Quality (safety, experience and effectiveness)
- Intersectionality
- Impact of COVID-19
- Access to Services
  - Physical
  - Written communication
  - Verbal communication
- Digital Poverty
- Safeguarding
- Dignity and Respect
- Person-centred Care

**Here you should add additional detail or explanation around the positive, negative, and neutral impact of the proposals on the above protected characteristic and health inclusion groups. To address this, you should consider the barriers to accessing or using the service, including the mitigations to respond to these.**

None.

<b>Positive Impact</b>	<b>Neutral Impact</b>	<b>Negative Impact</b>	<b>Undetermined Impact</b>	<b>Equality Impact Score Total</b>	<b>36</b>
56 to 50	49 to 36	35 to 22	21 to 14		

<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Undetermined</b>
4	3	2	1

1. **Disability** refers to anyone who has: "...a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities..." (Equality Act 2010 definition). This includes, but is not limited to: mental health conditions, learning disabilities, intellectual disabilities, neurodivergent conditions (such as dyslexia, dyspraxia and dyscalculia), autism, many physical conditions (including HIV, AIDS and cancer), and communication difficulties (including d/Deaf and blind people).
2. **Gender**, in terms of a Protected Characteristic within the Equality Act 2010, refers to: "A person has the protected characteristic of gender reassignment if the person is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex."
3. **Race**, in terms of a Protected Characteristic within the Equality Act 2010, refers to: A person's colour, nationality, or ethnic or national origins. This also includes people whose first spoken language is not English, and/or those who have a limited understanding of written and spoken English due to English not being their first language.
4. **Religion and Belief**, in terms of a Protected Characteristic within the Equality Act 2010, refers to: Religion means any religion and a reference to religion includes a reference to a lack of religion. Belief means any religious or philosophical belief and a reference to belief includes a reference to a lack of belief.
5. **Sex**, in terms of a Protected Characteristic within the Equality Act 2010, refers to: A reference to a person who has a particular protected characteristic and is a reference to a man or to a woman.
6. **Sexual Orientation**, in terms of a Protected Characteristic within the Equality Act 2010, refers to: Sexual orientation means a person's sexual orientation towards persons of the same sex, persons of the opposite sex or persons of either sex.
7. The **Human Rights Act 1998** sets out the fundamental areas that everyone and every organisation must adhere to. In relation to health and care, the most commonly applicable of the Articles within the Human Rights Act 1998 include: Article 2 Right to Life, Article 5 Right to Liberty and Security, Article 8 Right to Respect of Private and Family Life, and Article 9 Freedom of Thought, Conscience and Religion.
8. **Community Cohesion** is having a shared sense of belonging for all groups in society. It relies on criteria such as: the presence of a shared vision, inclusion of those with diverse backgrounds, equal opportunity, and supportive relationships between individuals. **Social Inclusion** is defined as the process of improving the terms of participation in society, particularly for people who are disadvantaged, through enhancing opportunities, access to resources, voice and respect for rights (United Nations definition). For the EQIA process, we should note any positive or negative impacts on certain groups being excluded or not included within a community or societal area. For example, people who are homeless, those from different socioeconomic groups, people of colour or those from certain age groups.
9. **Safeguarding** means: "...protecting a citizen's health, wellbeing and human rights; enabling them to live free from harm, abuse and neglect. It is an integral part of providing high-quality health care. Safeguarding children, young people and adults is a collective responsibility" (NHS England definition). Those most in need of protection are children, looked after children, and adults at risk (such as those receiving care, those under a DoLS or LPS Order, and those with a mental, intellectual or physical disability). In addition to the ten types of abuse set out in the Health and Care Act 2022, this section of the EQIA should also consider PREVENT, radicalisation and counterterrorism.
10. **Other Groups** refers to anyone else that could be positively or negatively impacted by the policy, process, strategy or service change. This could include, but is not limited to: carers, refugees and asylum seekers, people who are homeless, gypsy, Roma and traveller communities, people living with an addiction (e.g., alcohol, drugs or gambling), people experiencing social or economic deprivation, and people in stigmatised occupations (e.g., sex workers).