

Guidelines for Requesting Annual Leave for Bank Workers

Entitlement

In accordance with the Working Time Regulations, every worker whether full-time or part-time are 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.

How can I calculate my entitlement to paid annual leave?

Number of hours worked divided by 1745.36 x 210

Requesting Annual Leave

It is important to ensure that hours worked are carefully recorded and collated, including how many hours are unsocial hours. Workers will have to submit a claim form when going on annual leave to ensure that they receive and are paid the appropriate amount of statutory annual leave.

The following procedures should be followed to ensure all payments are calculated correctly.

- 1 Complete NHS Lanarkshire Annual Leave Claim Form. 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.
- 2 Annual Leave Claim Forms must be completed and sent to the following address:
Staff Bank Office, NHS Lanarkshire, 14 Beckford Street, Hamilton, ML3 0TA.
2 weeks prior to proposed leave. Failure to do so will delay payment.
- 3 Staff Bank shall, upon verification of entitlement, process annual leave requests and ensure workers are paid appropriately. Payment will take into account unsocial hours worked.

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

There will be no carry over of annual leave permitted from one leave year to the next, as this is the statutory minimum amount of annual leave that all workers must take.

Staff Bank shall monitor this throughout the leave year, to ensure that all workers take their yearly entitlement.

Workers are also responsible for ensuring that they take their yearly entitlement to annual leave and that it is taken in accordance with these guidelines.

Queries relating to the above should be raised in the first instance by contacting the Staff Bank Office on 01698 206300 option 4.

Further information on leave entitlements is available on the website:

www.stac.scot.nhs.uk