

Annual Leave Entitlement

1. How much annual leave do I get?

The annual leave year runs from 1 February to 31 January.

Band A to C staff are entitled to:

- five weeks' annual leave on joining which is 175 hours (pro-rated for part time staff)
- six weeks' annual leave per year after four years' reckonable service which is 210 hours (pro-rated for part time staff)

Annual leave entitlement for senior civil servants is 30 days or 222 hours per year (pro-rated for part-time staff) as per your Senior Civil Service contract.

We also provide the option to:

- carry over up to 10 days' untaken annual leave
- bring forward leave (in exceptional circumstances)

You're legally required to take at least four weeks of annual leave per leave year. This is 20 days if you work a full-time standard working pattern. Public and privilege holidays count towards this total.

Both your annual leave and public and privilege entitlement will be shown in hours rather than days on Oracle Cloud. An Oracle Cloud calculator is available which will allow you calculate your leave into hours from days. A plain text version of the calculator is also available.

Flexible or non-standard working

If you work part-time, part-year, compressed hours or shifts find out more about your annual leave allowance in annual leave for flexible or non-standard working.

How annual leave is accrued

You begin to accrue annual leave from your first day of employment. Find out what counts as reckonable service towards the higher annual leave entitlement.

Annual leave accrues monthly, which means that if you join or leave the organisation part-way through a leave year, you will have accrued only a portion of your annual leave entitlement so far that year.

Your annual leave allowance will be adjusted proportionately to reflect the number of days served if you join or leave part way through the leave year.

Annual leave entitlement and the 35-hour week

In October 2024, we moved to a 35-hour week for colleagues in Bands A to C. The shorter working week recalculated annual leave balances for both full-time and part-

time colleagues. You can read more about how the 35 hour week recalculation affected your annual leave balance.

2. Calculate annual leave for new colleagues

If you join part way through the annual leave year, your annual leave allowance for that year is calculated on a pro rata basis.

We calculate your annual leave allowance for the rest of the year using this formula, whether you work full or part time:

$(\text{Full-year allowance} \times \text{calendar days left in the annual leave year}) \div \text{calendar days in the year}.$

Please note you must use 366 calendar days for a leap year.

Example 1

You join on 21 November and work full-time. As a new entrant, your annual leave entitlement is five weeks, 25 days, or 175 hours, per year. There are 72 days remaining in the leave year, which ends 31 January.

The formula to work this out is:

$(\text{Full entitlement in hours}) \div (\text{days in the year}) \times (\text{days remaining in the leave year})$
 $175 \text{ hours} \div 365 \text{ days} \times 72 \text{ days} = 34.52 \text{ hours}$

Your annual leave allowance is therefore 34 hours and 32 minutes.

Example 2

You join on 21 November and work 20 hours per week part-time. As a new entrant, your annual leave entitlement is five weeks per year. Five multiplied by 20 hours you work every week gives you 100 hours' annual leave for the year. There are 72 days remaining in the leave year, which ends 31 January.

The formula to work this out is:

$(\text{Full entitlement in weeks} \times \text{hours worked in a week}) \div (\text{days in the year}) \times (\text{days remaining in the leave year})$
 $(5 \text{ weeks} \times 20 \text{ hours}) \div 365 \text{ days} \times 72 \text{ days} = 19.73 \text{ hours}$

This means your annual leave allowance is 19 hours and 44 minutes.

3. Higher annual leave entitlement

If you are in Bands A to C, you're entitled to six weeks (210 hours) of annual leave per year after you've accrued four years of reckonable service (full or part-time). Senior civil servants do not get a higher annual leave entitlement after four years - as per your Senior Civil Service contract you are entitled to six weeks of leave per year from the commencement of your employment.

Some periods of paid and unpaid leave will count, or 'reckon', towards the qualifying period required for a higher annual leave entitlement.

This includes time spent on:

- paid or unpaid maternity, paternity or adoption leave
- unpaid parental leave
- unpaid sick absence
- sick absence at pension rate
- unpaid special leave
- unpaid leave for domestic career break purposes

Time spent in other government departments (OGDs) can reckon towards the qualifying period where there is no break in service.

Time spent in service with HM Forces following a call-out of reservists also reckons towards the qualifying period. This must occur between two unbroken periods of employment as a civil servant with a UK Government department or agency.

Non-reckonable service

Days are classed as non-reckonable if used for:

- unauthorised absence
- industrial action

Any such periods don't break what would otherwise have been continuous service. This means you'll be able to add to the qualifying years already accrued on your return.

Previous service and reappointment

If you were reappointed under the terms of the reappointment policy then previous service can be included when calculating annual leave entitlement.

4. Bring forward annual leave

We expect you not to go over your annual leave allowance.

In exceptional circumstances, you can ask to take up to two weeks of the following year's annual leave allowance in the current leave year. This is known as anticipated annual leave. Your manager must approve your request.

You must have enough leave left for the following year to be able to take the four weeks' leave you're legally required to have each year. Public and privilege holidays count towards this total.

Recording anticipated annual leave

You should use the Oracle Cloud system to deduct any anticipated leave from the following year's annual leave allowance.

5. Carry over annual leave

You're legally required to take at least four weeks' leave per leave year. If after that you have any untaken leave remaining, you can carry over some or all of it to the next leave year.

You can normally carry over:

- up to two weeks' leave automatically
- more than two weeks' leave with your manager's approval and subject to business needs

The expectation is that before using the increase to the carry forward limit, staff will have discussed their leave with their manager. This should be with a view to taking leave where possible before the end of the leave year.

From 1 October 2024, leave is expressed in hours and so two weeks' leave will be your weekly hours multiplied by two. For example, if you work 20 hours a week over three days, your carry forward limit would be 40 hours which is two weeks' leave.

Recording details of a carry over

The Oracle Cloud system will automatically record details of any carry over on 1 February when the new leave year starts.

Annual leave carry over for the 2025 to 2026 leave year

Oracle Cloud will automatically carry over a maximum 70 hours (pro-rated for part time staff) into the following leave year. Unlike the previous eHR system, hours over this limit will be cut off. However, for 2025 to 2026 leave balances, an adjustment will be made in Oracle Cloud so full remaining balances will automatically transfer to the new leave year. This adjustment will not be made until the new leave year begins, which means that your projected annual leave balance may not yet show this adjustment, if you are trying to carry over more than 10 days.

Please note this adjustment for balances over 10 days is being made for 2025 to 2026 only and will not happen in future years.

If you are carrying more than a year's worth of full annual leave entitlement into the new leave year, you will temporarily not see your extra carried over hours to the 2025 to 2026 leave year on 1 February. The excess annual leave will be added back to your balance before the end of February.