

Banking Annual Leave

Employee and Manager Guide

Overview

As part of our drive for greater flexibility and Smarter Working it is proposed to give employees the opportunity to bank up to 5 days annual leave per year. Employees could choose to bank up to 5 days leave per year for a maximum of 5 years. Employees could then decide to take an extended leave period.

Key Principles

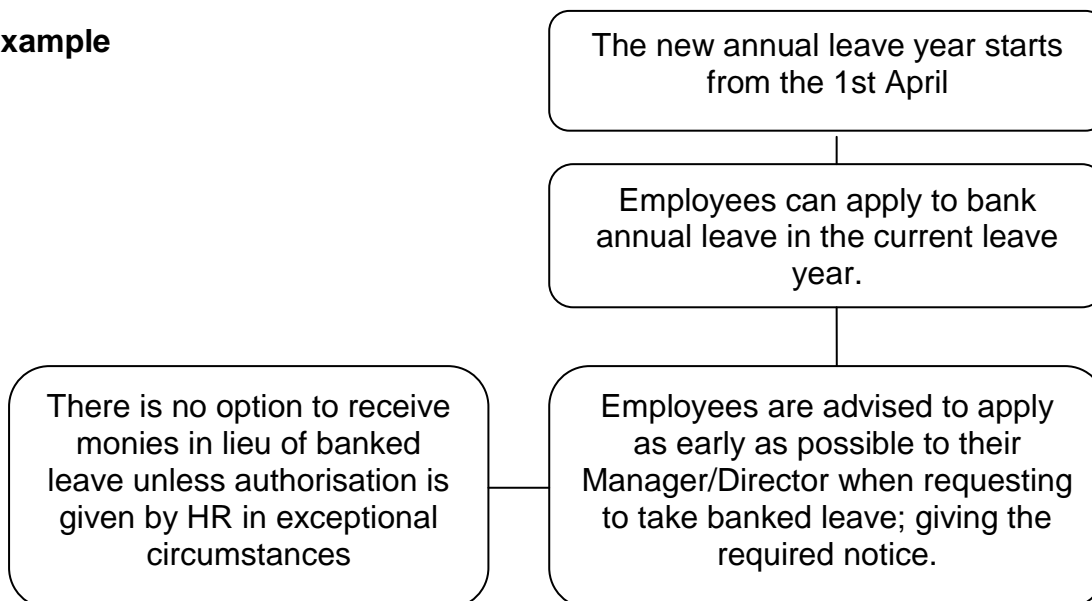
- Employees will not be able to bank any day's leave which would reduce their total leave entitlement to below the statutory annual entitlement, ie for those staff on the basic entitlement of 26 days, the maximum they will be allowed to bank is 5 days in any leave year.
- An employee may choose to bank up to 5 days annual leave per year (pro rata for part time staff). The minimum bank is one full day for full time employees (pro rata for part timers).
- Managers should verify an employee's annual leave entitlement prior to approval of any application.
- An employee may bank a maximum of 25 days ie 5 days per year for a maximum of 5 years.
- Applications to bank leave should generally be made within the last 3 months of your normal leave year.

Who does this apply to?

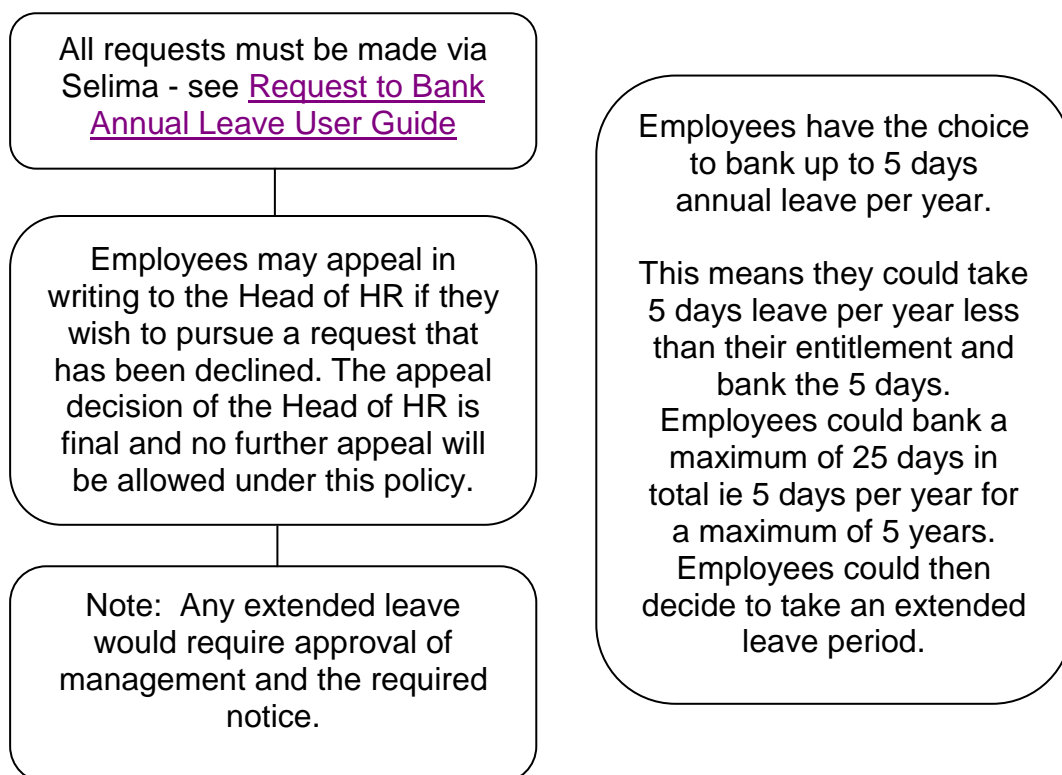
Employees must have completed their probationary period with the Council to take part in the banking of annual leave scheme.

NB: This policy does not apply to employees who are subject to Teacher's Pay and Conditions.

Example



Requests



Frequently Asked Questions

Question	Response
1. Can anyone apply to bank 5 days leave per year to enable an extended holiday?	Yes and this is pro-rata for part time employees. This is 5 days / 37 hours or the equivalent of one week's leave but you are required to give notice to take the extended holiday to ensure service delivery isn't compromised.
2. I chose to bank annual leave and I am subsequently made redundant, what will happen?	This will need to be considered. If staff are prevented by their manager for service reasons from taking leave before their employment ends, provision will be made to pay the unpaid leave.
3. What happens if I work full time and bank 37 hours and then request to reduce my hours during the leave year	The opportunity to bank annual leave applies to 5 days (pro rata for part time employees) and therefore an adjustment would need to be made to ensure that the amount banked does not exceed this level.