

## **Annual Leave Entitlement**

### **Established staff**

If you are appointed to an established position, your personal leave year will start on the first day of the month in which your birthday falls, so if your birthday is in April your leave year will run from 01 April to 31 March. If you start part-way through your leave year, HR will calculate your entitlement on a pro-rata basis. Annual leave is calculated at 2.08 days per month (full-time equivalent).

If you work part-time your annual leave allowance will be calculated on a proportional basis, based on your contracted hours of work and length of service.

<b>No. of years service</b>	<b>Annual Leave Entitlement</b>
- 5 years	25 days
+5 years	27 days
+10 years	30 days

Please note that reduction in flexi leave entitlements for employees with more than 5 years service no longer applies. All employees will receive the same flexi leave entitlement (part-time entitlements are pro-rated)

### **Temporary staff**

Full-time temporary members of staff accrue the same annual leave as an established full-time member of staff, normally 2.08 days per month.

#### **Anticipating and carrying over annual leave**

Established full-time members of staff are able to borrow 7 days during the last month of their leave year, or to carry into their following leave year a maximum of 9 days. The allowances for part-time staff are pro-rated, based on contracted hours.

For more information please contact HR.

## **Buying, Selling and Banking Annual Leave**

### **Buying annual leave**

Staff are able to buy holiday from the ICO for additional time off. This is done via deductions from your salary which can be spread over a period of up to three months.

Staff are able to buy up to five extra days per year. Ideally, requests for buying leave should be made to your line manager four weeks before the start of your new leave year, and then forwarded to HR upon agreement.

We acknowledge, however, that a need for additional leave may arise during the course of your leave year and so requests to purchase additional annual leave can be made part way through your leave year, again initially via your line manager and then forwarding the request to HR.

The cost of one day's annual leave is calculated as hourly rate x 7.4 hours.

For more information please contact HR.

### **Selling annual leave**

Employees are able to sell back unused annual leave entitlement at the end of their annual leave year, subject to 20 days' holiday having been taken in the year to comply with working time regulations (this is pro-rated for part time staff).

You are able to sell up to ten days' annual leave per year and any requests to sell annual leave must be put in writing to your Line Manager four weeks before the start of your new leave year.

The calculation for one day's annual leave sold back to the ICO will be paid at hourly rate x 7.4 hours.

For more information please contact HR.

### **Banking annual leave**

'Banking' annual leave enables staff to save up to 10 days' annual leave each year, up to a maximum of 50 banked days at any one time.

Staff could then use these banked holidays at some point in the future to have a longer holiday or break from work.

A maximum of 10 days can be banked in any one leave year, subject to the minimum of 20 days' annual leave taken in every leave year.

Any payment of banked leave will be paid at the rate that it was accrued, HR keep records of banked leave and salaries at the time it was banked.

In order for managers to manage varying holiday entitlements, employees must put a request to bank leave in writing to their manager four weeks before the start of the new leave year. These arrangements would be subject to management approval and operational needs.

For more information please contact HR.

### **Annual leave and Sickness Absence**

In the event that you fall ill and where sickness seriously interrupts a period of annual leave (i.e. four or more days of incapacity for work); providing that you notify the office as soon as possible and can provide a

Doctor's Certificate, the period of sickness will be recorded as sick leave and not annual leave.

Annual leave may not follow immediately after sick leave unless a self-certificate or a statement by a qualified medical practitioner of fitness to return to work is provided.

If you are off sick and unable to take your full leave entitlement, you may be able to carry over a maximum of nine days untaken annual leave into the next leave year in line with normal carryover arrangements.

If you are absent for longer than 12 months, you will not accrue any annual leave during the period of absence.

If you want to take annual leave while you are absent due to sickness, we may ask you to obtain permission from your doctor and provide us with confirmation that the holiday will not be harmful to your recovery. This will then be treated as annual leave for the duration of your holiday period.

For further information please refer to the [Managing Sickness Absence Policy](#) or contact HR.

### **New Starters Annual leave allowance**

For established staff, the leave year will commence on the 1st day of the month in which their birthday falls. For staff who are appointed part way through their leave year, Human Resources will calculate their entitlement on a pro-rata basis.

Annual leave is calculated at 2.08 days per month for full time staff. For part-time staff, annual leave allowance will be calculated on a pro-rated basis.

### **Leavers' Annual Leave Allowance**

Subject to your line manager's agreement you can use up your annual leave allowance at any time during the leave year, but if you leave the ICO and have exceeded your leave allowance, a deduction will be made from your final salary to refund the amount equivalent to the number of extra days leave taken. Any outstanding annual leave that you are unable to take before your leaving date will be paid in your final salary. This will need to be authorised by your Line Manager.