



# DBTH Leave Policy

## (including Annual, Study, Professional and Duty for all staff, including medical)

This procedural document supersedes: CORP/EMP 49 v.1 – Leave Policy (including Annual, Study, Professional and Duty for all staff, including medical)



### Did you print this document yourself?

The Trust discourages the retention of hard copies of policies and can only guarantee that the policy on the Trust website is the most up-to-date version. **If, for exceptional reasons, you need to print a policy off, it is only valid for 24 hours.**

Author/reviewer: (this version)	Anthony Jones, Deputy Director of People & OD
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### Amendment Form

Please record brief details of the changes made alongside the next version number. If the procedural document has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

<b>Version</b>	<b>Date Issued</b>	<b>Brief Summary of Changes</b>	<b>Author</b>
Version 2 (amended July 2019)	24 July 2019	Insertion at appendix 6 - All staff (excluding medical staff) study leave guidance & application form.  Equality Impact Assessment form now appears as appendix 7.	Lisette Caygill
Version 2	22 August 2017	Addition of Purchase of Annual Leave Section (Section 5).	Anthony Jones
Version 1	February 2016	This is a new procedural document, please read in full.	Dawn Jarvis

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## 1. INTRODUCTION

Our members of staff are critical to the continuing and future success of DBTH. Our aim is to become an employer of choice and our approach to people management is clearly summarised in the phrase Develop. Belong. Here. To support this, we need a fair and consistent approach to leave entitlements.

## 2. PURPOSE

The purpose of this policy is to set out our approach to annual leave, study or educational leave and leave for volunteering. Everyone working for the Trust is entitled to time off for various reasons; this policy only covers annual leave (sections 4.1 – 4.9), study leave (sections 4.10 – 4.11) and volunteering leave (section 4.9) or time off in lieu or time owing (Appendices 1 and 2). For all other leave please consult the relevant policies for CORP/EMP 47 – Special Leave Policy (incorporating Carer’s and Emergency Leave). This policy reflects the main NHS Terms & Conditions of service.

## 3. DUTIES AND RESPONSIBILITIES

For the policy and procedure to be effective, all DBTH staff need to be aware of this policy and follow it. Ultimately, it is the responsibility of the senior management of the Trust (including the Chief Executive, Executive Team and Care Group Directors); in conjunction with People & Organisational Development (P&OD) to ensure that this is the case. A table of responsibilities is included [here](#).

## 4. PROCEDURE

This policy and the related procedures, covers specific types of leave entitlement (as listed in the following sections). It applies to all staff.

### 4.1 Annual Leave – Entitlement

Several conditions for example your contract, the professional group you are in, your length of service, will have an impact on the level of entitlement of annual leave you are given. These entitlements are listed in the annexes at the back of this policy as follows:-

- Appendix 1 – Senior Doctors Leave Guidance
- Appendix 2 – Agenda for Change Staff Leave Guidance

## 4.2 Annual Leave Year

Most employees have a standard annual leave year which begins on 1 April and ends on 31 March each year. However some people will work to the annual date of their appointment. Either is acceptable and the date of appointment approach many mean there isn't an unhelpful surge to use up leave at one point in the year.

## 4.3 Requesting Annual Leave

The amount of annual leave you are entitled to is just that, an entitlement or right based on your employment contract. However, when you take your leave and how much you take at any one time is not an entitlement. Our primary goal of providing excellent care for patients must come first so everyone has to apply for their annual leave using the following principles:-

- In many areas especially if you are in a clinical, patient facing role giving 6 weeks' notice (from the time when the form is received by your line manager) – using the relevant annual leave request form for [medical staff](#) or [agenda for change staff](#). This is the least amount of time you should give, but you may give more notice if you know in advance when you want to have time off. In some areas local arrangements may mean you can give less notice, it is your responsibility to check this with your line manager.
- Your line manager may need to balance your request with many others, for example at peak leave periods such as Christmas and school holidays and may need to limit the number of people having such occasions off, sharing those out over several holiday points or over subsequent years.
- Your manager may also need to either refuse or limit leave to fewer weeks or days if letting you have all the time you want off in one go will impact negatively on patient care.
- Only in exceptional circumstances will you be allowed leave when giving less than six weeks' notice though depending on your work area it may be easier to rearrange work to accommodate this.
- You may also be asked to take leave if you have an excess at any point in the year, or if there are no people booked to have time off and the number of days people still have to take are in excess of what might be expected at that time of year, for example in February or March.

## 4.4 Carrying Over Annual Leave

You are expected to use your full entitlement to annual leave within each year. However in any given year, a maximum of 5 days annual leave can be carried over into the next year, in exceptional circumstances, if agreed to by an Executive Director or nominated Deputy. It is also important to space out your leave over the year; for example taking 25% of your leave each quarter to minimise the peaks and troughs of leave across the year, thus enabling us to provide a consistent service for our patients.

#### **4.5 Calculating Annual Leave Taken**

Some areas convert all leave to hours or sessions, some areas run their leave allowances on days of entitlement. How these are tracked is not important, but what is important is that the approach to calculating leave that is taken is consistent. Hourly entitlement or sessional entitlement is easier for people who are part time or have alternative working patterns such as working long days, e.g. a full time contract over four days. For example if you are full time but do four long days, when you take a week off you take the equivalent of five standard days, not four i.e. you are contracted for 40 hours but carry them out in four 10 hour days. You would still be taking 40 hours of leave even though a colleague may work those 40 hours over five days.

#### **4.6 Calculation of Bank Holidays**

Everyone is entitled to time off for a Bank Holiday – even if the normal duties do not include working on the Bank Holiday i.e. if the Bank Holiday is a Monday but you don't normally work on Mondays, you are still entitled to time off. So if ALL the contracted hours occur between Tuesday and Friday, then you are either entitled to one of these days off during a week when Monday is a Bank Holiday or, if more convenient, to have an additional day added to your annual leave entitlement.

#### **4.7 Part Time Workers**

If you are on a part-time contract you are entitled to a pro rata number of days off for leave and for Bank Holidays.

#### **4.8 Cancellation of Annual Leave**

In certain emergency circumstances the Care Group/Directorate management teams may seek to cancel annual leave. If the employee suffers financial loss, appropriate expenses will be covered by the Trust. You may also cancel annual leave as long as arrangements have not already been made to cover your work by employing a locum or agency member of staff who cannot now be cancelled.

#### **4.9 Working during Annual Leave**

You may volunteer to undertake additional duties whilst on annual leave if there is a need within the Care Group/Directorate. However, this isn't encouraged as the Trust has an obligation to ensure that you have adequate rest during the year and you will be being paid twice for same period of time. Usually you may be asked to take your leave at another time.

#### 4.10 Study Leave, Professional Leave, Duty Leave

**Study Leave and Professional Leave** - This will apply to some staff more than others, but all staff are required to be trained and developed to a standard required either by the Trust or by their professional body. Some staff have a contractual right to study leave and other staff are expected to have time off, away from their workplace to update themselves on Statutory and Essential Training. The detailed guidelines for all staff groups are at the end of this policy. See appendix 1 for Doctors and appendix 6 for all staff excluding doctors.

**Duty Leave** – this might be where you are asked to represent the Trust at an external meeting or attend an event on behalf of the Trust, and this would be done in your normal working time, the Trust will give you time off from your normal duties to attend. For example attending Coroner’s court or an Employment Tribunal or presenting at a conference, (permission must be sought from your line manager before you agree to attend conferences, etc).

Fees for courses or paying for studies, may be covered by your Care Group or Corporate Directorate or by Training and Education, before committing any expenditure on behalf of the Trust you must check with the relevant budget holders that funding will be covered in full or in part.

#### 4.11 Expenses for Study / Professional Leave

Refer to the separate Employee Expenses and Subsistence Policy ([CORP/EMP 33](#)).

#### 4.12 Carer and ‘Compassionate’ Leave

Refer to [CORP/EMP 47](#) – Special Leave Policy (incorporating Carer’s and Emergency Leave).

## 5. PURCHASE OF ADDITIONAL LEAVE

### 5.1 Principles of Purchasing Additional Leave

All employees with more than 1 year or continuous service with DBTH may choose to increase their leave entitlement by between a minimum of 2 days and a maximum of two weeks i.e. 10 working days based on normal contracted hours of work (pro rata for part time employees) within the leave year. If the additional leave is granted it will only be applicable for the forthcoming financial year and must be used within their allotted leave year. Any staff wishing to take 1 day additional leave should do so by taking unpaid leave, the value of which will be deducted from the following month’s salary from the month in which the unpaid leave was taken.

The Trust's leave year runs from April to March (please note that this is not necessarily the case for consultant medical and dental staff).

The decision to approve additional leave rests with the line manager. This needs to be the manager with authority to approve leave under the Trust's scheme of delegation.

Managers must carefully consider all applications from staff to buy additional leave giving considered against the following criteria:

- The potential impact on the provision of services to our patients
- How the department/team will cover the service during the period of leave
- The impact on colleagues within the department / team
- Any negative impact on training commitments (if applicable)

Applications for additional leave must not be authorised where additional costs will be incurred through covering the member of staff on leave. Managers will not be allowed to book bank or agency to cover the additional leave in addition managers will not be able to ask other team members to undertake overtime to cover the additional leave.

The Trust reserves the right to refuse an employee's application to buy leave. It may be necessary to refuse an employee's request for operational or technical reasons related to her or his job. Applications will not be unreasonably refused but the **overriding consideration** is the maintenance of **safe and effective standards of service**, within **financial constraints**.

There is no right of appeal via the Trust's Grievance Procedure or any other process against a decision not to approve the purchase of additional leave.

The employee's reduced salary after purchasing the extra leave must not fall below the minimum wage or below the National Insurance lower earnings limit for National Insurance contributions.

## **5.2 Application Process**

The application window for buying additional leave is open in January each year for the additional leave to be taken in the following leave year (Appendix 5). Decisions regarding approval and the associated financial calculations will be made in March and approved leave applied in April for the leave year. This will vary for medical staff who can still apply in February with any approved additional leave applied to the following full leave year.

When applying for additional leave the employee should discuss with their line manager the additional leave and indicate the proposed dates they intend to take their leave throughout the leave year. This will help the manager plan the impact of the leave on the service as part of the leave planning process for the year. This process should not take into account the full leave entitlement (contractual leave + additional leave) but should account for the majority of the



leave allocation allowing a member of staff to keep some leave unallocated to account for any unforeseen situations that may arise.

An employee who wishes to buy extra leave entitlement must apply by completing the leave purchase form (Appendix 3) and returning it to the line manager for approval and signature. Please note that the approving person should be the staff delegated with this responsibility within the directorates scheme of delegation, this is not always the line manager. If the request is approved, a signed copy of the form will be sent to the Finance Department who will make salary calculations of the reductions to the employee's pay. Where an application has been received and approved, the employee will be notified in writing by their line manager, which will include the financial cost (Appendix 4). The employee will be given two weeks to confirm in writing that they wish to go ahead.

Unless there are good and sound reasons to the contrary, if the employee fails to return the signed confirmation (Appendix 4) to their line manager within two weeks, the application for extra leave will be cancelled and will not be considered again until the following purchase of leave window opens.

This calculation will then be forwarded to SBS Payroll Services for the reduction to the employee's salary to be applied. The cost of the purchase of the additional leave will be applied by SBS Payroll Services and will be spread over the full leave year in 12 monthly equal payments. A copy of the form should be retained in the employee's personnel file.

### **5.3 Important Considerations for Staff**

Additional leave granted under this scheme must be taken within the 12 month period in respect of which the application was received. If, having bought additional leave, the employee fails to take all their annual leave during that period, any untaken leave will be lost, and the annual leave entitlement recalculated for the remainder of the leave year. In these circumstances, no compensatory payment or salary adjustment will be made.

In exceptional circumstances, should the need arise for operational reasons a member of staff's leave needs to be cancelled or rearranged the manager should take into account the circumstances of the individual member of staff. If, as a result of this a member of staff is unable to take their leave entitlement, inclusive of any additional leave purchased before the end of the leave year the manager should notify their HR Business Partners (HRBP) immediately and considerations will be given for the potential carry over of annual leave with the approval of the Executive Director in line with this policy i.e. no more than 5 days carry over to the following leave year, pro rata for part time staff. Alternatively the employee may receive payment for leave not taken. This decision should be referred to the relevant Executive Director. Please note that the potential payment and carry over of leave should only ever be resorted to in exceptional circumstances, staff should be able to take their leave, both contractual and any additional leave

purchased within the leave year, ensuring the process outlined in this policy is followed correctly.

If a member of staff chooses to leave the Trust part way through the financial year and has purchased additional leave the manager will inform the HRBP and Financial Accountant and a review of the individual's leave will be undertaken. Where additional leave has been purchased but not taken the relevant amount deducted from salary will be repaid. Where additional leave has been purchased and taken the relevant amount will be deducted, in both situations the financial adjustment will be made to the member of staff's final salary.

## 6. TRAINING/ SUPPORT

Advice and support is available from senior management, and from the HR Business Partners.

## 7. MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

What is being Monitored	Who will carry out the Monitoring	How often	How Reviewed/ Where Reported to
Non-compliance of policy by Care Groups and Directorates	People & Organisational Development	On-going	Issues to be reported to respective Care Group and Directorate management teams.
Review of Policy	People & Organisational Development	On-going	Amendments to reflect guidance from NHS Employers, changes in best practice, or changes to legislation.
Compliance at Care Group/Directorate level	Care Group/ Directorate Senior Management	On-going	Managers review with Care Group and Directorate management teams as part of staff monitoring.
Compliance of Policy	Internal Audit	Annual Audit Practice	As per annual audit practice.
Compliance with Policy	Senior Management responsible for approval of annual leave	On-going	Review of staffing levels and workforce issues.

## 8. DEFINITIONS

<b>Annual Leave Year</b>	Most employees have a standard annual leave year which begins on 1 April and ends on 31 March each year. However some people will work to the annual date of their appointment. Either is acceptable and the date of appointment approach many mean there isn't an unhelpful surge to use up leave at one point in the year.
<b>SAS</b>	Senior Associate Specialist
<b>PA &amp; SPAs</b>	<p>Programmed Activity (PA) relates to a 4-hour unit of time (one half day), 10 of which comprise a consultant's work week. In contrast to supporting professional activities, programmed activities are dedicated to direct clinical care.</p> <p>Supporting Professional Activities (SPAs) are "activities that underpin direct clinical care. This may include participation in training, medical education, continuing professional development, formal teaching, audit, job planning, appraisal, research, clinical management and local clinical governance activities."</p>
<b>Study Leave and Professional Leave</b>	Under the terms of the current consultant and SAS contracts, study leave and professional leave are considered as one in terms of assessing the allowance. Study leave is time allowed for continued professional development whilst professional leave is an allowance for any 'external NHS duty' undertaken outside the job plan.

## 9. EQUALITY IMPACT ASSESSMENT

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy ([CORP/EMP 27](#)) and the Fair Treatment For All Policy ([CORP/EMP 4](#)).

The purpose of the EIA is to minimise and if possible remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation or religious belief. No detriment was identified. (See Appendix 7).

We are committed to equal opportunities for all. This policy does not discriminate on the grounds of race, gender, disability, sexual orientation, religious belief, age, work pattern or Trade Union membership. The philosophy of the organisation is one that supports the development of all staff, enabling individuals to fulfil their full potential, expanding their knowledge and skill base whilst enabling the Trust to develop services. This policy has been assessed for equality and diversity as described in CORP/EMP 27 and the equality impact assessment is provided at Appendix 7.

## 10. ASSOCIATED TRUST PROCEDURAL DOCUMENTS

- Sickness Absence Policy - ([CORP/EMP 1](#))
- Fair Treatment for All Policy - ([CORP/EMP 4](#))
- Parental Leave Policy - ([CORP/EMP 15](#))
- Equality Analysis Policy - ([CORP/EMP 27](#))
- Employee Expenses and Subsistence Policy - ([CORP/EMP 33](#))
- Special Leave Policy (incorporating Carer's and Emergency Leave) - ([CORP/EMP 47](#))

## 11. REFERENCES

NHS Employers - <http://www.nhsemployers.org/home>

## APPENDIX 1 – SENIOR DOCTORS’ LEAVE GUIDANCE

### Introduction

Consultants and SAS Grades Leave guidance sets out the level of annual leave entitlements for Consultant and SAS doctors and the required notice period for leave requests. Information is also given relating to study and professional leave in terms of entitlements and how leave taken will be recorded.

### Annual leave entitlement

The annual leave entitlement is given in the following table. All annual leave years will be from the date of appointment (though some may prefer to use 1st April by agreement).

	Consultants	SAS Grades
<b>Annual Leave</b>	<p>Equivalent of 6 weeks (30 days for full-time contract). In addition 2 NHS statutory days and, after 7 years’ service, 2 additional days are added to the allowance.</p> <p>A total of 34 days after 7 years</p>	<p>Associate Specialists – 6 weeks (30 days for full-time contracts).</p> <p>A speciality doctor who has completed a minimum of 2 years’ service in the speciality doctor grade or who has an entitlement to 6 weeks annual leave or more in their immediate previous appointments shall be entitled to annual leave at the rate of 6 weeks per year. Doctors other than those shall be entitled to leave at the rate of 5 weeks per year.</p> <p>All SAS doctors are entitled to 2 NHS statutory days added to their allowance.</p>
<b>Annual leave for part-time contracts</b>	Pro rata, compared to full-time 10 PA contract	
<b>Bank Holidays</b>	8 for full-time contract, pro rata for part-time contracts	
<b>Notice required for a request for leave</b>	6 weeks	6 weeks

### Calculation of annual leave taken

This will normally be done on a daily basis, using a 5 day week. For many individuals (e.g. part-time contracts or those working longer days which take 3 PAs) it may be more appropriate to use some other basis e.g. PAs, sessions or even hours. Annualised PAs is also an acceptable way of

working out job plans and leave. If you complete all contracted hours in 3 or 4 days (for example Monday 3 PAs, Tuesday 3 PAs, Wednesday 3 PAs and Thursday SPA off site) and book a week off as leave, this is acceptable but will be counted as the equivalent of 5 days leave.

### **Calculation of Bank Holidays**

Everyone is entitled to time off for a Bank Holiday – even if their normal duty rota does not include working on the Bank Holiday i.e. if the Bank Holiday is a Monday but the doctor does not normally work on Mondays, they are still entitled to time off. So if ALL their contracted hours occur between Tuesday and Friday, then they are either entitled to one of these days off during a week when Monday is a Bank Holiday or, if more convenient, to have an additional day added to their annual leave entitlement. Calculations for annual leave and bank holidays can be found on the intranet Frequently Asked Questions & Ready Reckoner; [Intranet homepage](#)

For many doctors the current approach may be the simplest; if you work on a Bank Holiday then you are entitled to a lieu day.

Doctors on part-time contracts are entitled to a pro rata number of days off. Once you have had this number of Bank Holiday days off, and your normal work falls on a Bank Holiday, you must either take annual leave or work the sessions on a different day (ie if you are entitled to 4 Bank Holidays, on the fifth you either need to take an annual leave day, or work a different day in the week).

### **Annual leave applications**

Annual leave applications will only be considered when the required notice (6 weeks – see table above) is given from confirmed receipt of paper application. Only in exceptional circumstances, or where there is no impact on service delivery, will leave requests be considered with less than the required notice. Where this is requested, individuals should document the reason for the short notice.

### **Carrying over annual leave**

It is expected that all staff take their full entitlement to annual leave within year. However in any given year, a maximum of 5 days annual leave can be carried over into the next year in exceptional circumstances, after discussion and agreement with the Care Group Director. Where a request is refused, with no valid reason, the request to carry over leave should be raised with the Medical Director.

### **Lieu days for working Bank Holidays**

If all, or part of, a Bank Holiday is worked then time can be taken back as a 'lieu day'. This time should be taken back using the same rules as for annual leave. This only applies to part-time staff if the Bank Holiday is part of their allowance. Lieu time is not an issue if the sensible approach of adding Bank Holidays to annual leave is taken.

### **Care Group annual leave guidance**

Each Care Group / Specialty must have clear, fair and equitable annual leave guidance. It should ensure that the core business of the Care Group / Specialty and safe patient care is maintained. For instance, it will determine how many of each grade can be allowed off at any one time. The guidance should also ensure that leave is spread over the year, trying to avoid large peaks as much as possible.

### **Authorisation of annual leave requests**

The Care Group Director or his / her nominated deputy will authorise all requests from their Care Group. Request for annual leave from the Care Group Director will be authorised by the Medical Director or his / her nominated deputies. Appropriate cover for General Management of the Care Group must be maintained.

### **Cancellation of annual leave**

In certain emergency circumstances the Care Group may seek to cancel annual leave. If the employee suffers financial loss, this will be covered by the Trust. The doctor may also cancel annual leave as long as a locum has not been employed to cover the work.

### **Working during annual leave**

A doctor may volunteer to undertake additional duties whilst on annual leave if there is a need within the Care Group. However, the Care Group does have an obligation to ensure that doctors have adequate rest during the year.

### **Study Leave and Professional Leave - Definition**

Under the terms of the current consultant and SAS contracts, study leave and professional leave are considered as one in terms of assessing the allowance. Study leave is time allowed for continued professional development whilst professional leave is an allowance for any 'external NHS duty' undertaken outside the job plan.

Professional and study leave includes:

- a. study, usually but not exclusively on a course or programme
- b. research
- c. teaching
- d. examining or taking examinations
- e. visiting clinics and attending professional conferences
- f. training
- g. wider NHS activities (eg College work, Specialty Associations etc)

A third category is **duty leave**; this is where the Trust requires a senior doctor to attend a meeting. If these are a regular event then the time should be included in the job plan; irregular meetings etc should, where possible, be allowed for within that week's rota or time given back ('lieu time'). This should be called 'duty time' as the doctor is actually working.

### **Allowance for Study / Professional Leave**

The allowance is 30 days over a three year cycle (including off-duty days falling within the period of leave – see national terms and conditions). No leave (or expenses) can be carried forward to the next cycle (though 3 months is allowed for claiming expenses which might 'carry over'). The cycle starts from the beginning of the financial year. A pro rata allowance will be needed in the first year of appointment. The expectation is that doctors will try to spread their study / professional leave across the 3 year period. If more than 10 days are requested in any one year and the Care Group Director has concerns about the impact this will have, the request will be referred to the Medical Director.

### **Study / Professional Leave applications**

Six weeks' notice must be given for all applications. Short notice approval will only be given if there is no impact on service or the course / meeting is felt to be important for that individual, the Trust or the NHS.

### **Authorisation of Study / Professional Leave**

Leave will be authorised by the Care Group Director or his / her nominated deputy (with input from the Specialty Lead where appropriate). Decisions will be based on the continued professional development of the doctor, or on the needs of the Trust / NHS.

### **Recording Study / Professional Leave**

It is the responsibility of the Care Group to record all study and professional leave and to ensure the allowance is not exceeded.

### **Study / Professional Leave at weekends**

If Study / Professional Leave involves a weekend and fees or expenses are claimed then the days will count towards the 30 day allowance of study leave. Time taken at weekends cannot be claimed back as 'lieu time'.

### **Study Leave and work**

For the majority of doctors, if study leave occurs during normal clinical time then the clinical time cannot be reclaimed by the Care Group. Likewise, if the study leave occurs during non-clinical time, the doctor cannot claim this time back. There are a small number of doctors where a Care Group may decide to modify this. For instance, where the normal pattern of work varies from week to week and it is impossible to predict whether a study leave day would have been clinical.

### **Additional Study / Professional Leave**

In exceptional circumstances requests for additional time with or without funding can be made to the Medical Director. The request will have to demonstrate how the individual / the Trust / the NHS will benefit from the additional leave.

### **Short Notice Leave**

Medical staff are able to book up to two days leave at short notice to cover dental/medical or other short notice personal appointments.



## APPENDIX 2 – AGENDA FOR CHANGE STAFF LEAVE GUIDANCE

On appointment	27 days + 8 days Bank Holidays
After five years' service	29 days + 8 days Bank Holidays
After ten years' service	33 days + 8 days Bank Holidays

Staff required to work or to be on-call on a general public holiday are entitled to equivalent time to be taken off in lieu at plain time rates, in addition to the appropriate payment for the duties undertaken.

Where staff work standard shifts, other than 7½ hours excluding meal breaks, annual leave and general public holiday entitlements should be calculated on an hourly basis, to prevent staff on these shifts receiving greater or less leave than colleagues on standard shifts.

Part-time workers will be entitled to paid public holidays no less than pro-rata to the number of public holidays for a full-time worker, rounded up to the nearest half day. Part-time workers' public holiday entitlement shall be added to their annual leave entitlement, and they shall take public holidays they would normally work as annual leave. (An [annual leave ready reckoner](#) is available to assist with the calculation of annual leave entitlements).

Pay during annual leave will include regularly paid supplements, including any recruitment and retention premia, payments for work outside normal hours and high cost area supplements. Pay is calculated on the basis of what the individual would have received had he/she been at work. This would be based on the previous three months at work or any other reference period that may be locally agreed.

### **Study or Educational Leave for Agenda for Change Staff**

Depending on your profession or role within the Trust you will have different educational requirements

Further information/advice is available via annual leave [FAQs](#).

### APPENDIX 3 – APPLICATION FORM PURCHASE ADDITIONAL LEAVE

<b><u>Employee's Application</u></b>			
<b>Name:</b>		<b>Assignment No:</b>	
<b>Post:</b>		<b>Hours:</b>	
<b>Department:</b>		<b>DBTH Start Date:</b>	
<b>Line Manager:</b>			

No. of days annual leave entitlement per year:			
No. of days annual leave already taken in leave year:			
No. of days annual leave left to take in leave year:			
<b>How Many Additional Days Leave Would you Like to Purchase:</b>			
Employee's signature:		Date	

<b><u>Manager's Approval if Agreeing to Request Additional Leave</u></b>			
<b>FINANCIAL ACCOUNTANT CONFIRMATION OF COST:</b>			
Manager's signature:		Date	

Financial Accountant's signature:		Date	
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APPENDIX 4 – CONFIRMATION LETTER



Doncaster Royal Infirmary  
Armthorpe Road  
Doncaster  
South Yorkshire  
DN2 5LT

INSERT DATE

NAME  
ADDRESS  
POST CODE

Dear NAME,

**Re: Application Process – Purchase of Additional Annual Leave**

I am writing to you in relation to your recent application to purchase additional leave in line with the Trust Leave Policy.

I am pleased to be able to inform you that the Trust has been able to support and approve your request. To finalise the process please can I ask that you sign and return a copy of this letter so that it can be placed on your personal file. Failure to sign and return a copy of this letter within 2 weeks from the date of this letter will result in the approval of the additional annual leave being withdrawn.

It is also important to note that by signing a copy of this letter you are agreeing to the deduction from your salary of the cost of purchasing the additional annual leave, which has been calculated and confirmed to be (INSERT COST FROM APPLCIATION FORM). Once I have received a signed copy of this letter we will discuss and finalise the dates on which you intend to take your additional leave.

If you have any queries or questions please do not hesitate to contact me to discuss further.

Yours sincerely

NAME OF LINE MANAGER

---

Print Name:

Signature:

Date:

## APPENDIX 5 – APPLICATION PROCESS TIMESCALES

02 January	Application window open
31 January	Completed applications to be submitted to line managers by staff
16 February	Applications approved by management to be submitted to P&OD
23 February	Approved application passed from P&OD to Finance for revised salaries to be calculated
02 March	Financials completed and returned to P&OD
05 March	Final approved list to be supplied to managers so letters can be prepared
16 March	Letters sent to staff members by managers. 2 week cool off period begins
30 March	2 week cool off period ends and managers to confirm back to P&OD any applications that have been rejected by staff
02 April	Final list to be prepared and agreed
09 April	Data to be submitted to SBS pay services

## APPENDIX 6 – ALL STAFF (excluding medical staff) STUDY LEAVE GUIDANCE & APPLICATION FORM



Doncaster and Bassetlaw  
Teaching Hospitals  
NHS Foundation Trust

### All Staff (excluding Medical Staff) Study Leave Guidance

#### General guidance

This guidance is to complement the DBTHFT Leave Policy and is for all staff excluding any permanent medical staff e.g. Consultants, SAS doctors (who should continue to follow the guidance in the leave policy), doctors in training (who should continue to follow the HEE doctors study leave guidance) and any learner on placement with us from an Higher Education Institute (HEI) or Further Education Institute (FEI) who should continue to follow the appropriate HEI/FEI guidance. It should be noted that those learners on a work experience placement with us should follow the work experience framework.

The requirement for an individual or group of individuals to undertake some education is reached through a number of ways e.g. Employer led, individual appraisal, service redesign, topic learning needs analysis.

Any individual wishing to undertake study leave must complete a study leave application form and have the full support of their senior manager (who must be at a middle level e.g. Agenda for change band 7 or above). All costs associated with the training must be included in the application. Once completed study leave applications have been agreed locally they must be submitted to the corporate Training and Education Department (Education Centre, DRI).

#### Entitlement

**Statutory and Essential Training (SET):** To comply with legislation, all staff regardless of their role will be expected and supported to attend all of their SET training. It is DBTHFT's responsibility to provide the appropriate training and full release to complete this. [Please refer to the SET matrix](#) on the intranet to confirm individual level requirements.

**Role Specific Training (ReST):** This applies to certain groups of staff and enables them to practice safely and effectively. Learning Need Analysis (LNAs) have been developed at directorate/divisional level to help guide you as to which topics should be included within this area.

**Essential to service:** To ensure that we have the right staff with the right skills in the right place to provide excellent care for our patients DBTHFT will also support educational opportunities around service redesign and reconfiguration e.g. Advanced Clinical Practitioners, Assistant Practitioners.

**Professional development:** It is an individual's responsibility to maintain their professional development in line with their professional bodies' requirements. However, there are many opportunities within the SET and role specific requirements for updates that can also be used for professional development. Training requirements that may be relevant to an individual's work, but not essential to service will be considered, however, any study leave requested must be considered in relation to:

- Benefits to patients and service
- Benefits for the individual
- Availability of resources
- Equity for other staff
- Implications for the workplace e.g. course attendance including any examinations
- Release of the staff member.

**Personal development:** DBTHFT will not support time, travel or subsistence for personal development. Staff wanting to undertake courses for personal development and where this clashes with their current working schedule would need to negotiate locally some flexible working e.g. for attendance at an evening class, planning off duty to support this.

## Funding

All costs (course fees, expenses and any subsistence) MUST be agreed and signed off before commencement of training. Any study that extends over one financial year (usually HEI academic programmes) will only be approved for one financial year at a time and funding cannot be guaranteed for subsequent years of study. Applicants will be required to apply each financial year.

### **Specialist Skills Post Registration Development (SSPRD) previously known as Learning Beyond Registration (LBR)**

All nurses, midwives and allied health professionals have access to a wide range of professional development education at our local (within Yorkshire and the Humber) Higher Education Institutes (HEI) e.g. University of Sheffield, Sheffield Hallam University, Hull University funded by Health Education England and known SSPRD. If a staff member wishes to access education provision via this route (additional to the DBTHFT study leave application form) the individual will also need to complete the appropriate University application form.

Both (DBTHFT and HEI) completed study application forms will need printing, signing and sending to the corporate Training and Education Department (Education Centre, DRI) for processing.

Please note that your study leave application forms will not be returned to you but stored centrally. It should also be noted that for those staff wishing to undertake the Non-medical prescribing course the applications must be supported by the Non-medical prescribing lead in addition. Consideration must be given to academic modules that require support in the workplace e.g. APACs, Non-medical prescribing in order to develop further clinical skills and the identification of clinical support should be included (identified and agreed) in your application.

This education fund is managed through the corporate Training and Education Department and applies the same criteria for support (see request for study leave process at the end of this document).

### **Education and Research Innovation Committee bids (ERIC) / Support Staff Learning Development Fund (SSLDF)**

Due to the introduction of the apprenticeship levy most support staff development opportunities are available through an apprenticeship. However, there will be the opportunity to bid for funding from HEE to support educational development that is not available via any other route. Should you wish to explore this option further please discuss this with the Educational Lead linked to your division or directorate in the first instance.

### **Apprenticeship Levy**

DBTH has access to a digital financial account to support the funding of apprenticeship programmes. This is managed through the corporate Training and Education Department and applies specific criteria. For more information about this please contact [dbth.vocationalsupport@nhs.net](mailto:dbth.vocationalsupport@nhs.net)

### **DBTH study funds**

Divisions and corporate directorates have local training budgets for which they are responsible for managing. These budgets are available to support training and education and will be prioritised against SET, role specific and essential to service education provision. Funding attendance at a conference for example will be considered using these funds. This funding is only available when other education funding streams have been excluded.



All study requests should complete the standard DBTHFT study leave application form alongside any specific conference, course specific application forms. Only study leave that is approved via the DBTHFT application process will be supported.

#### **Charitable/ Trust funds**

Divisions and corporate directorates are responsible for managing their own charitable and trust funds for study leave (including course fees, expenses and any subsistence). Divisions and corporate directorates are responsible for seeking alternative sources of funding to support education.

#### **Repayment of course fees**

All staff should be aware that under certain circumstances they may be required to repay course fees. Repayments may be requested if:

- ✔ An individual leaves the Trust during a course of study
- ✔ An individual leaves a course or fails to submit coursework without firstly discussing this with their line manager or education lead
- ✔ An individual leaves the Trust within 1 year of completing the course.

Staff are reminded that failure to attend a course or submit the required study attributes without discussing this with their line manager is a disciplinary offence and may prompt an investigation for fraud.

#### **Payment of resubmission or examination**

It is the individual's responsibility to discuss the payment of resubmission or examination with their immediate line manager to determine whether the individual or DBTHFT study funds can be used. This can only be determined on an individual case by case basis but it would be best practice that the individual had notified the training provider and manager prior to the above requirement e.g. extension request.

#### **Additional expenses**

Where an educational activity requires attendance, time will be discussed and agreed with the individual applying and their line manager. The amount of time supported will vary and will be recorded on the study leave form. It should be noted that for taught modules (specifically over an academic year), time will only be supported during semester times and will be stopped over annual leave and during academic holidays. For all daily learning events including conferences a maximum of 7.5 hours will be supported (per day). For any eLearning or distance learning educational activity this should be undertaken during contractual employment hours but can be flexible to meet service and individual need. It should also be noted that the time supported (for the duration of the educational programme) will be reflective of the staff members working pattern i.e. reduced according to whole time equivalence.

If the training requires the individual to commute, the time to do this will be discussed and agreed as part of the leave request. It should be noted that a maximum of 7.5 hours per day will be supported. Travel expenses will only be considered for single/ time limited periods of study and NOT for annual academic courses available within the region. Travel expense for the educational activity should be discussed and agreed locally (and reflected in the study leave application).

Other personal expenditure such as travel and accommodation must be discussed and agreed with the individual applying and their line manager. The amount of support agreed will be recorded on the study leave form and will vary depending on the circumstances. Personal expenditure should be reclaimed via e-expenses using the appropriate 'training' category. The below categories are to be used for reclaiming any study associated expenses.

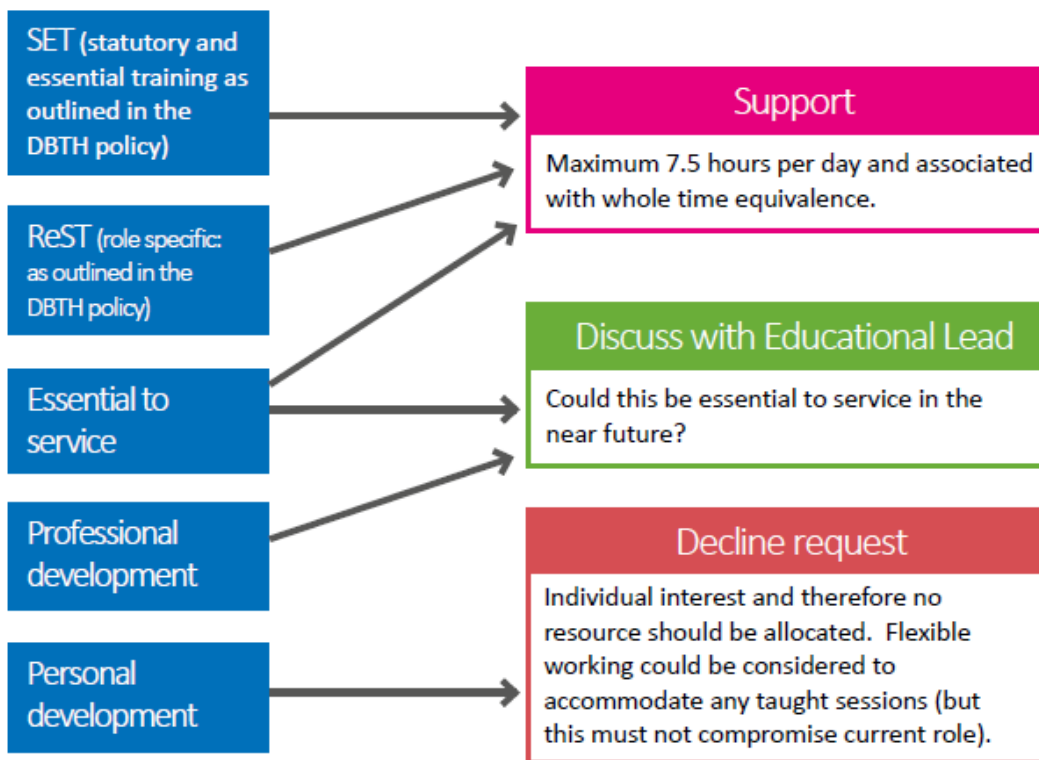
- Course Mileage
- Course Hotel within London
- Course Hotel outside London
- Course evening meal allowance
- Course meal allowance for 24 hour period
- Course incidental allowance e.g. car parking
- Course lunch allowance.

## Monitoring

All supported study leave applications will be monitored for fairness, equity of access, consistency of approach, completion of study and wider return on investment e.g. dissemination of knowledge, learning outcomes. Reports will be regularly produced and reviewed with an annual report being presented to the Workforce, Education & Research Committee (WERC).

Additionally Divisions need to provide oversight of study leave spend from their local budgets.

### Overview of study requests





# All Staff (excluding Medical Staff) Study Leave Application



## 1. Applicant Section

### Personal Information

Name:	Band:	Role:
Age Range:	Assignment number:	
<input type="checkbox"/> 16 - 18 years	Email:	
<input type="checkbox"/> 19 - 24 years	Contact Number:	
<input type="checkbox"/> 25+ years	Division/Directorate:	
Current qualifications (only applicable for SSLDF & apprenticeship funding):		

## 2. Course Information

Course Title:	
Course Provider:	Location:
Learning Objectives/ Case of need:	
Qualification type and number of credits:	
Have you previously applied for study leave within the last 3 years?	
<input type="checkbox"/> Yes <input type="checkbox"/> No (include completion date of course)	
How will you share your learning?	

By completing the Study Leave application, the applicant accepts that the Terms & Conditions within the Guidance of the Study Leave policy have been acknowledged and agreed.

<https://www.dbth.nhs.uk/document/corpemp49v2/>

Signature of applicant: ..... Date: .....

V1 July 2019

**3. Manager to complete: (In discussion with Head of Service)**

Please confirm whether this study leave application:

Has been identified at the applicants appraisal (section 7 & 8 returned) Date of appraisal:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has this been identified on the Learning Needs Analysis/Workforce Plans *If no, why not?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the applicant completed all of their SET requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Detail plan to become compliant with SET:	
Outline the support you have agreed with the applicant: Details of the support agreed: (For all Apprenticeships minimum of 20% off the job must be agreed)	
Supervisor/Support required/identified:	

Line Manager (Print name): ..... Role: .....

Signature: ..... Date: .....

**4. Training and Education Department to complete**

Funding: <input type="checkbox"/> SSPRD <input type="checkbox"/> SSLDF <input type="checkbox"/> Apprenticeship Levy <input type="checkbox"/> DBTH <input type="checkbox"/> Other (please state): .....
To be entered onto BRAG: <input type="checkbox"/> Yes <input type="checkbox"/> No
Escalated to: <input type="checkbox"/> Vocational <input type="checkbox"/> Leadership <input type="checkbox"/> Mentorship <input type="checkbox"/> Other (please state): .....
Comments:

Print name: .....

Signature: ..... Date: .....

Vocational Team checks:  Outcome confirmation letter sent to applicant

Inputted onto spreadsheet  Funding source  Vocational Educational Manager authorised

## APPENDIX 7 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

Policy	Care Group/Directorate and Department	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
CORP/EMP 49 v.2 - DBTH Leave Policy	People and Organisational Development	Anthony Jones	Existing policy	June 2017
<b>1. Who is responsible for this policy?</b> P&OD (HR Services)				
<b>2. Describe the purpose of the policy?</b> Process/guidance on implementation of annual leave requirements.				
<b>3. Are there any associated objectives?</b> Provide consistent approach to implementation and application of annual leave processes across the Trust				
<b>4. What factors contribute or detract from achieving intended outcomes?</b> Staff may be unaware of their roles & responsibilities				
<b>5. Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief?</b> No				
<ul style="list-style-type: none"> <li>• If yes, please describe current or planned activities to address the impact N/A</li> </ul>				
<b>6. Is there any scope for new measures which would promote equality?</b> No				
<b>7. Are any of the following groups adversely affected by the policy?</b>				
<b>a. Protected Characteristics</b>	<b>Affected?</b>	<b>Impact</b>		
b. Age	No			
c. Disability	No			
d. Gender	No			
e. Gender Reassignment	No			
f. Marriage/Civil Partnership	No			
g. Maternity/Pregnancy	No			
h. Race	No			
i. Religion/Belief	No			
j. Sexual Orientation	No			
<b>8. Provide the Equality Rating of the service/ function/policy /project / strategy</b>				
<b>Outcome 1</b> ✓	<b>Outcome 2</b>	<b>Outcome 3</b>	<b>Outcome 4</b>	
<b>9. Date for next review:</b> July 2020				
<b>Checked by:</b> Anthony Jones		<b>Date</b> June 2017		

<b>Chief Executive</b>	Formal overall responsibility for ensuring that all leave processes and procedures within the Trust are consistent.
<b>Director of People &amp; OD</b>	Responsible for ensuring that there are robust leave processes and procedures in place.
<b>Care Group &amp; Corporate Directorate</b>	Each area should establish clear, fair and equitable ways of applying this policy which are communicated regularly to all staff. This is to make sure that their core business and safe patient care is maintained. For instance, it will determine how many of each grade can be allowed off at any one time and take account of the peaks and troughs for that service, for example year end in Finance, payroll timings in People and Organisational Development and winter planning in clinical areas. This should also ensure that leave is spread over the year, trying to avoid large peaks as much as possible.
<b>All Managers</b>	<p>A manager's first responsibility is to ensure the continuity of services for our patients. This needs balancing with the responsibility to ensure all staff have adequate rest and recuperation by using their annual leave regularly which ensures the overall service we provide for patients is enhanced.</p> <p>Secondly managers are responsible for ensuring they apply this policy consistently and fairly across their area, escalating any issue with covering the service or any unresolved disputes regarding application of this policy as soon as possible to their line manager with ultimate discretion lying with the Care Group or Corporate Management Teams.</p>
<b>All Staff</b>	We all share a responsibility to make sure that we plan our leave year to regularly use our leave over the whole year, apply for leave in good time, no less than six weeks and take account of our duty to provide a service for our patients and your local management arrangements.