



Doncaster and Bassetlaw
Teaching Hospitals
NHS Foundation Trust

Annual Leave Policy

This procedural document supersedes: CORP/EMP 49 v.4 – Leave Policy (including Annual, Study, Professional and Duty for all employees, including medical)



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Amendment Form

Version	Date Issued	Brief Summary of Changes	Author
Version 4	May 2026	<ul style="list-style-type: none"> • Name change of policy to 'Annual Leave Policy' • Removal of previous links to professional leave/study processes due to introduction DBTH Study, Professional & Duty Leave Policy for Medical Staff • Removal of 'staff' change to colleagues/employees • Add links to Hive pages (a/l calculator and referenced policies) • Added more info re employee and managers responsibility to ensure leave is appropriately booked to prevent losses and ensure employee's health and wellbeing • Updated Counter Fraud Specialist contact details • Replacement of the Fair Treatment For All Policy link to Equality, Diversity and Inclusion Policy • Removal of detailed purchase/sale of annual leave steps so the policy remains valid if processes change; i.e staff must follow the confirmed procedure at the time. 	Leanne Holder
Version 3	January 2024	<ul style="list-style-type: none"> • Change of name of policy from "DBTH Leave Policy (including Annual, , Professional and Duty for all employees, including medical)" • Insertion of points 4.7 Christmas and New Year holidays at weekends & 4.8 Additional bank holidays • Insertion of section 7 – Fraud • Insertion of section 6 - Selling of annual leave. • Insertion of appendix 6 - Application form Selling of Annual Leave • JLNC approved appendix 1 • Removal of Appendix 7 - All employees (excluding medical colleagues) study leave guidance & application form. 	Ashleigh Tingle
Version 2 (amended July 2019)	24 July 2019	<ul style="list-style-type: none"> • Insertion at appendix 7 - All employees (excluding medical colleagues) study leave guidance & application form. 	Lisette Caygill
Version 2	22 August 2017	<ul style="list-style-type: none"> • Addition of Purchase of Annual Leave Section (Section 5). 	Anthony Jones
Version 1	February 2016	<ul style="list-style-type: none"> • This is a new procedural document, please read in full. 	Dawn Jarvis

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1 INTRODUCTION

Our people are critical to the continuing and future success of Doncaster and Bassetlaw Teaching Hospitals (DBTH). Our aim is to become an employer of choice and our approach to people management is clearly summarised in the phrase Develop. Belong. Thrive. 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. Everyone working for the Trust is entitled to time off for various reasons; this policy only covers annual leave (sections 4.1 – 4.11) or time off in lieu or time owing (Appendices 1 and 2).

Further details around study leave can be found in CORP EMP 61 – DBTH Study Leave & associated funding policy or CORP EMP 49 - DBTH Study, Professional & Duty Leave Policy for Medical Staff

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 colleagues at DBTH need to be aware of this document and apply the principals within it. Ultimately, it is the responsibility of the senior management of the Trust (including the Chief Executive, Executive Team and Divisional / Directorate Directors); in conjunction with People & Organisational Development (P&OD) to ensure that this is the case. A table of responsibilities is included at paragraph 8.

4 PROCEDURE

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

4.1 Annual Leave – Entitlement

Several conditions, for example your contract, the professional group you are in and 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 Employees Leave Guidance

Under employment legislation, Statutory Holiday leave is equivalent 5.6 weeks (pro rata) a year. Employees must take at least their statutory holiday entitlement in any one year, although contractual entitlement may be higher. Statutory leave is not normally able to be sold or carried over into the next annual leave year. This can only be considered under exceptional circumstances such as long-term sickness and maternity leave.

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 Medical colleagues will work to the anniversary of their appointment. Either is acceptable and the date of appointment approach for Medical colleagues may mean there isn't an unhelpful surge to use up leave at one point in the year.

Employees on term time contracts are mostly contracted to work a certain number of weeks per year, where their non-working time is pre-scheduled at regular, planned periods. Payment is calculated on an annual basis and then paid over 12 equal monthly instalments.

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 so every employee has an obligation 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 request is received by your line manager) – using E-Roster or the relevant annual leave request form. 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 or the relevant rostering policy.
- 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 need to decline or limit the amount of leave requested if approving the full request would have a negative impact on patient care. Where this is necessary, the manager will discuss the decision with the employee.
- Annual leave requests are typically for two weeks or less. Requests exceeding two weeks will require approval from your line manager, who must assess whether the service can accommodate the extended absence.

- Leave requested with less than six weeks' notice will only be approved in exceptional circumstances, although in some work areas it may be possible to rearrange duties to accommodate shorter notice.
- Employees may also be asked to take leave if you have accumulated an excess at any point in the year, or where no other colleagues are currently booked to be off and the remaining leave across the team is higher than expected within your local annual leave procedure. This helps prevent leave from being lost and ensures the service remains appropriately resourced throughout the year.
- Managers should regularly review annual leave requests and respond to any requests promptly and within a reasonable timeframe to promote staff wellbeing whilst taking account of service needs and safe staffing requirements.

4.4 Carrying Over Annual Leave

You are expected to use your full entitlement of annual leave within each year. However, in any given year, in exceptional circumstances, a maximum of 5 days annual leave (pro rata for part time colleagues) can be carried over into the next year, if agreed to by an Executive Director or nominated Deputy and remains subject to the demands of the service.

It is also important to spread your annual leave throughout the year; for example, by taking 25% of your leave entitlement each quarter. This helps to avoid peaks and troughs in leave, support consistent service delivery for patients, and ensures employees receive regular breaks promoting a healthy work life balance. Your manager will communicate any specific expectations, as individual departments may have local annual leave procedures tailored to their service needs.

4.5 Calculating Annual Leave Entitlement

The annual leave calculator can be used to determine the correct leave entitlement for all employees.

Separate calculators for medical and non-medical colleagues are available on the Hive and can be accessed [here](#).

You can find medical colleagues' leave entitlement details [here](#), and there is also [guidance for managing this entitlement via Health Rota](#) available on the Hive.

4.6 Calculation of Bank Holidays

Everyone is entitled to time off for a Bank Holiday. Bank holiday leave entitlement is calculated on a pro rata basis for part time employees. If an individual is not required to work on a Bank Holiday (for example an individual works Tuesday to Friday and the bank holiday falls on a Monday) then the bank holiday entitlement can be taken at another time subject to leave approval processes.

For Doctors, please see the details in Appendix 1.

4.7 Christmas and New Year Holidays at weekends

When Christmas Day, Boxing Day or New Year's Day falls on a Saturday or Sunday, arrangements will need to be made to ensure that the right of employees to three public holidays in the Christmas and New Year holiday period is preserved (see [National Terms and Conditions](#) Part 2, Section 2).

4.8 Additional Bank Holidays

For additional bank holiday days full time employees may receive 7.5 hours extra leave per additional day. This will be pro rata for part time employees. This will be communicated out by the Trust in advance of any additional bank holiday year.

On occasions where the Easter bank holidays fall in March, meaning there will be two Easter holidays in the same 12-month period, the Trust will determine the appropriate action to take. Pragmatically, this might mean anticipating the two public holidays falling in the next 12-month period (see [National Terms and Conditions](#) Annex 28, Part 3, Section 13).

4.9 Part Time Workers and Bank Holidays

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. For example, someone who works 7.5 hours Monday – Wednesday (22.5 hours a week) will be entitled to 4.8 days (36 hours) bank holidays per annum.

4.10 Cancellation of Annual Leave

In certain emergency circumstances the Divisional/Directorate management teams may seek to cancel annual leave to cover operational demand. If you suffer financial loss, appropriate expenses will be covered by the Trust.

Employees may also request to cancel annual leave, but employees should be aware that last minute cancellations (particularly where cover has been arranged) may not be approved by their manager. Anyone in this situation is encouraged to discuss the circumstances with their line manager.

4.11 Working during Annual Leave

You may volunteer to undertake additional duties whilst on annual leave if there is a need within the Division/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.

4.12 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 at least 1 year of 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.

This scheme is not guaranteed to run every year. Where it has been agreed that the purchase of leave scheme will take place, communication will be sent out by the Trust regarding timeframes in which colleagues can apply to purchase additional annual leave.

If the additional leave is granted it will only be applicable for the forthcoming financial year and must be used within the allotted leave year. Any employees 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 (some Consultants will work to the annual date of their appointment). The decision to approve additional leave rests with the appropriate senior manager within the service (e.g. Divisional Director).

Managers must carefully consider all applications from employees to buy additional leave 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 employee 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 additional leave. It may be necessary to refuse an employee's request for operational or technical reasons related to the employee's role. 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, if the reduced salary would fall below either of these the application will be declined.

5.2 Application Process

The application window and process for purchasing additional leave will be communicated to all employees when the Trust announces that the scheme is running. Decisions regarding approvals and the associated financial calculations will usually be made during March and any approved leave will be applied in April for the next leave year. If applications are not received by the stated deadline, the application will be withdrawn and may only be considered during the next application window, unless exceptional circumstances apply.

When applying to purchase 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 the employee to keep some leave unallocated to account for any unforeseen situations that may arise.

Where an employee confirms that they wish to proceed with the purchase of additional leave, the cost of the purchase will be applied by the Trust's payroll provider and will be spread over the full leave year in 12 equal monthly payments. A copy of the application form should be retained by the division in the employee's personnel file.

5.3 Important Considerations for Employees

Additional leave granted under this scheme must be taken within the following 12-month period.

In exceptional circumstances, should the need arise for operational reasons to cancel or rearrange an employee's leave, the manager should take into account the circumstances of the employee.

If, as a result of this an employee 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 People Business Partners (PBP) 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 employees. Alternatively, the manager may discuss with the employee the option to 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, employees 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 an employee chooses to leave the Trust part way through the financial year and has purchased additional leave, the necessary adjustments will be made to the employees' final salary. The same would also apply to an employee taking a career break.

If an employee goes onto maternity leave while on this scheme, payments would continue until such a time that there are insufficient earnings. If payments are not covered then these would resume when the employee returns to pay.

If an employee starts maternity leave before using all of their purchased annual leave, the remaining annual leave can be carried forward into the employees next year's entitlement.

6 SELLING OF ANNUAL LEAVE

6.1 Principles of Selling Annual Leave

All employees with at least 1 year of continuous service with DBTH may choose to sell a proportion of their annual leave, up to a maximum of two weeks pro rata.

This scheme is not guaranteed to run every year. Where it has been agreed that the sale of leave scheme will take place, communication will be sent out by the Trust regarding timeframes in which colleagues can apply to sell annual leave.

The decision to approve the request to sell your annual leave lies with the senior manager of the Service / Department in conjunction with the People & Organisational Development (P&OD) directorate.

Managers must carefully consider all applications from employees to sell leave and consider the following:

- The potential health & wellbeing impact it may have on the employee
- The potential impact on departmental budgets

Employees must not sell leave if it takes them below the statutory 28 days annual leave inclusive of bank holidays (pro rata). Therefore, the maximum amount of leave you can sell will depend on what your individual leave entitlement is.

If you have taken your statutory amount of leave and choose to sell some leave, you must ensure the remainder of your leave entitlement is booked and taken before the end of the leave year. Carry over will only be authorised in exceptional circumstances.

The Trust reserves the right to refuse an employee's application to sell leave. Applications will not be unreasonably refused but the overriding consideration is the maintenance of safe and effective standards of service, within financial constraints and the health and wellbeing of individuals.

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

Please note, your annual leave can only be sold at your basic rate of pay for the financial year that you are applying in.

6.2 Application Process

The application window and process for selling annual leave will be communicated to all employees when the Trust announces that the scheme is running. Decisions regarding approval and the associated financial calculations and payment for your leave will be made in an agreed timescale announced by the Trust.

When applying to sell leave the employee should discuss their intentions with their line manager and it is advised that they ensure that if they sell their leave, they still have a proportion of leave remaining to account for any unforeseen situations that may arise.

Where an application has been received and approved, the amount that the individual will be credited will be confirmed to the employee who will then be given a timescale to confirm in writing that they wish to proceed. The employee will be notified in writing by P&OD, which will include the amount the individual will be credited. The employee will be given a timescale to confirm in writing that they wish to proceed.

7 FRAUD

Any breach of this policy that may be considered fraudulent will be reported to the Local Counter Fraud Specialist (LCFS) for investigation and this may result in criminal and/or disciplinary proceedings being commenced. Any allegation of fraud that is upheld in relation to this policy may result in dismissal with or without notice.

If an employee suspects fraud may be occurring in the workplace, they can contact the LCFS to discuss those concerns confidentially on 01302 642999 or via the Counter Fraud Plus mailbox at nlg-tr.countreraud.plus@nhs.net. Alternatively, suspicions of fraud can be reported to the NHS Fraud and Corruption Reporting Line on 0800 028 40 60 or online at: <https://cfa.nhs.uk/reportfraud>

8 TRAINING/SUPPORT

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

9 MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

What is being Monitored	Who will carry out the Monitoring	How often	How this is Reviewed / Where to Report
Non-compliance of policy by Divisions and Directorates	People & Organisational Development	On-going	Issues to be reported to respective Division 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 Division/Directorate level	Division/ Directorate Senior Management	On-going	Managers review with Division and Directorate management teams as part of monitoring.
Compliance of Policy	Internal Audit	Annual Audit Practice	As per annual audit practice.
Annual leave is being taken in line with local and Trust procedures to prevent loss for colleagues at year-end	Line Managers	Quarterly	Issues to be reported to respective Division and Directorate management teams.
Compliance with Policy	Senior Management responsible for overall approval of annual leave	On-going	Review of resourcing levels and workforce issues.

10 DEFINITIONS

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 Consultants will work to the annual date of their appointment. Either is acceptable and the date of appointment approach for consultants may mean there isn't an unhelpful surge to use up leave at one point in the year.
PA & SPAs	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

	<p>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>
Pro Rata	Pro rata means "in proportion" and in employment law, it ensures part-time workers receive the same pay rates and benefits (like holiday) as full-time colleagues, adjusted to reflect their contracted hours.
SAS	Senior Associate Specialist

11 EQUALITY IMPACT ASSESSMENT

The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are disadvantaged over others. Our objectives and responsibilities relating to equality and diversity are outlined within our equality schemes. When considering the needs and assessing the impact of a procedural document any discriminatory factors must be identified.

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), the Equality Diversity and Inclusion Policy (CORP/EMP 59) and the Civility, Respect and Resolution Policy (CORP/EMP 58).

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 ?)

12 ASSOCIATED TRUST PROCEDURAL DOCUMENTS

- DBTH Study Leave & associated funding policy – (CORP EMP 61)
- DBTH Study, Professional & Duty Leave Policy for Medical Staff – (CORP EMP 49)
- Employee Expenses and Subsistence Policy - (CORP/EMP 33)
- Equality Analysis Policy - (CORP/EMP 27)
- Equality, Diversity and Inclusion Policy (CORP/EMP 59)
- Parenting Leave Policy - (CORP/EMP 15)
- Sickness Absence Policy - (CORP/EMP 1)
- Special Leave Policy (incorporating Carer’s and Emergency Leave) - (CORP/EMP 47)

13 DATA PROTECTION

Any personal data processing associated with this policy will be carried out under 'Current data protection legislation' as in the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR) 2021.

For further information on data processing carried out by the Trust, please refer to our Privacy Notices and other information which you can find on the trust website: <https://www.dbth.nhs.uk/about-us/our-publications/information-governance/>

14 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 or 1st Jan by agreement).

	Consultants	Specialist & Specialty Doctors (2021 TCS)	Associate Specialist and Specialty Doctors (2008 TCS)
Annual Leave	<p>Consultants are entitled to annual leave at the following “rates” per year, exclusive of public holidays and extra statutory days:</p> <ul style="list-style-type: none"> • If less than 7 years of completed service as a consultant = 6 weeks • If more than 7 years of completed service as a consultant = 6 weeks + two days 	<p>Doctors upon first appointment to the Specialist/Specialty Doctor 2021 grade shall be entitled to annual leave at the rate of five weeks and two days a year.</p> <p>Doctors who have completed a minimum of two years’ service in the Specialist grade or Specialty Doctor grade and/or in equivalent grades or who had an entitlement to six weeks’ annual leave a year or more in their immediately previous appointments shall be entitled to annual leave at the rate of six weeks and two days a year</p> <p>These leave entitlements include the two extra statutory days available in England in previous contracts.</p>	<p>Associate Specialists doctors - 6 weeks.</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. (pro rata for part time doctors)</p>

		Doctors who have completed a minimum of seven years' service in the Specialist or Specialty Doctor or equivalent grade will receive an additional day of annual leave.	
Public Holidays & Lieu days	<p>The leave entitlements of consultants in regular appointment are additional to eight public holidays and two statutory holidays or days in lieu thereof.</p> <p>The two statutory days may, by local agreement, be converted to a period of annual leave.</p> <p>In addition, a consultant who in the course of his or her duty was required to be present in hospital or other place of work between the hours of midnight and 9am on statutory or public holidays should receive a day off in lieu.</p>	<p>The annual leave entitlement of doctors in regular appointment is additional to 8 public holidays.</p> <p>8 public holidays for full-time contract, pro rata for part-time contracts.</p> <p>For example a Doctor working:</p> <p>4 days weekly timetabled = 6.5 days</p> <p>3 days weekly timetable = 5 days</p> <p>2 days weekly timetable = 3 days</p> <p>1 day weekly timetabled= 1.5 days</p> <p>In addition, a doctor who in the course of his or her duty was required to be present in hospital or other place of work between the hours of midnight and 9.00am on a statutory or public holiday should receive a day off in lieu</p> <p>Where a public holiday, including Christmas Day (25 December), Boxing Day (26 December) or New Year's Day (1 January), falls on a Saturday or a Sunday, the public holiday will be designated instead as falling on the first working weekday thereafter. In such circumstances, no day in lieu then arises for the work undertaken on Christmas Day (25 December), Boxing Day (26 December) or New Year's Day (1 January).</p>	
Notice required for a request for leave	6 weeks	6 weeks	6 weeks

SUMMARY OF ENTITLEMENTS (AS PER VARIOUS CONTRACT TERMS)

1. **Consultants with less than 7 years' service** – 6 weeks, 2 statutory days & 8 public holidays (pro rata)
2. **Consultants after 7 years' service** - 6 weeks, 2 statutory days, 2 days seniority & 8 public holidays (pro rata)
3. **Specialty/Specialist Doctors (2021 and 2008 contract) with less than 2 years' service** - 5 weeks, 2 statutory days & 8 public holidays (pro rata)
4. **Specialty/Specialist Doctors (2021 & 2008 contract) & Associate Specialist (2008) with more than 2 years' service** - 6 weeks, 2 statutory days & 8 public holidays (pro rata)
5. **Specialty/Specialist Doctors (2021 contract) with more than 7 years' service** - 6 weeks, 2 statutory days, 1 day seniority & 8 public holidays (pro rata)

Conversion weeks to days:	6 weeks Leave	5 weeks Leave
<i>5 days weekly timetabled</i>	30	25
<i>4 days weekly timetabled</i>	24	20
<i>3 days weekly timetabled</i>	18	15
<i>2 days weekly timetabled</i>	12	10
<i>1 day weekly timetabled</i>	6	5

Variable Weekly Timetable: *If a doctor's working week alternates between 4 days in 1 week and 3 days the next week, their average working days for annual leave calculation purposes will be 3.5 days a week*

Calculation of annual leave entitlements

This will normally be done on a "days" basis, using a 5 day week rate (i.e 5 days timetabled). For many individuals (e.g. part-time contracts or those who have a weekly timetable for less than 5 days a week) may use some other basis by agreement at the annual job planning e.g. PAs, sessions or even hours.

Annualised PAs

Not all PAs can be input into a weekly job plan timetable/schedule. Where activity is delivered flexibly or outside the timetabled activity (an example of annualised PAs is on-call, flexible PAs etc) PAs are annualised. For 1 PA tariff on the job plan doctor will deliver 42 annualised PAs of activity (thus making an allowance for 10 weeks of leave which includes annual leave, study leave and public holidays).

Full time and LTFT

LTFT doctors working 3 days would work shorter days, than a full-time doctor timetabled for 3 working days, who will have longer working days. Hence, when leave is taken by the LTFT doctor for 1 day it has a smaller number of hours/PAs loss of work e.g 1.5 PA or 6 hours of work, compared to leave taken by a full-time doctor working long days e.g 3PA =12 hours of work.

A week, for the purpose of annual leave entitlement, consists of whatever constitutes the doctors' normal working week. Therefore, for a doctor (whether part time or full time) who works a three-day week, a week's leave entails three working days off. Leave cannot apply to a day when no work is scheduled to take place. Annual leave entitlement (days per annum) is based on the assumption that the normal working week is five days. Therefore, if the timetabled working week is only three days, the annual leave entitlement is based on the pro-rata calculation of $\frac{3}{5}$ x annual entitlement equals the annual leave for entitlement for that individual.

Taking an extreme example, it is possible that a doctor could deliver their contractual commitment in two days of work. If a doctor in that position took all their leave in individual days rather than weeks (on the assumption that 6 weeks = 30 days), they could spend several months away from the hospital. Although this is an extreme example, the principle that such a way of using leave is not consistent with professionalism and is unfair on their colleagues can be easily understood. In this case, the annual leave entitlement could be expressed as $\frac{2}{5}$ x 30 = 12 days.

Deducting leave

Leave entitlements are based on timetabled working days. Deductions must also be based on timetabled working days.

Half Day Leave Requests

Half day leave is defined by the day worked. If a doctor works 10 hours on a particular day, half day of annual leave on the day means 5hours. Similarly, they work 5 hours on another day, half day means 2.5hour on that day.

Proportionately taking leave in DCC and SPA time

Doctors should aim to take their leave to impact proportionately on their DCC and SPA (and external duties) activities. Therefore Doctors should take leave on all the timetabled days proportionately (NB: If the doctor works on a Friday then out of the total of 34days, they should take a proportionate number Fridays in the leave year). Where practicable doctors should avoid booking an unreasonably disproportionate amount of DCC PAs as annual leave, compared to SPAs. They should not book disproportionate number of days when they work longer days.

Division/Directorate annual leave guidance

Each Division/Directorate / Specialty/Team must have clear, fair and equitable annual leave guidance. It should ensure that the core business of the Division/Directorate / 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 Division/Clinical Director or his / her nominated deputy will authorise all requests from their Division/Specialty/Team. Request for annual leave from the /Clinical Director will be authorised by the Divisional Director or his / her nominated deputies. Requests for annual leave from the Divisional Director will be authorised by the COO/Medical Director. Appropriate cover for General Management of the Division/Specialty must be maintained. Carry over of up to 5 days (pro rata for part time doctors) will follow the same line management approval principles.

Short Notice Leave

Medical colleagues 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 EMPLOYEES 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

Employees 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 employees work shifts, other than standard 7½ hours excluding meal breaks, annual leave and general public holiday entitlements should be calculated on an hourly basis, to ensure they receive the correct leave in proportion to their contracted hours.

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 hour. 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. The implementation of the Collective Agreed Framework in relation to annual leave payments clarifies that this should include regularly worked overtime and additional standard hours in the calculation of pay when employees are on annual leave. Any payments will be made based on the eligibility criteria as set out in the national framework (section 13.9 of the NHS terms and conditions of service).

Study or Educational Leave for Agenda for Change Employees

Further information/advice is available via [CORP EMP 61](#) – DBTH Study Leave & associated funding policy.

APPENDIX 3 – APPLICATION FORM PURCHASE ADDITIONAL LEAVE

<u>Employee Details</u>			
Name:		Assignment No:	
Post Title:		Contracted Hours:	
Department:		Pay Band:	
Email Address:			

<u>Request Details</u>			
How many <u>hours</u> leave would you like to purchase?			
Employee's signature:		Date	

<u>Manager Approval</u>			
Manager Name:			
Manager Assignment Number:			
Manager Email Address:			
Manager's signature:		Date	

APPENDIX 4 – CONFIRMATION LETTER



**Doncaster and Bassetlaw
Teaching Hospitals**
NHS Foundation Trust

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 X amount of additional leave hours 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 FORM SELLING OF ANNUAL LEAVE

<u>Employee's Application</u>			
Name:		Assignment No:	
Post:		Contracted weekly hours:	
Department:		DBTH Start Date:	
Line Manager:			

No. of hours annual leave entitlement per year:			
No. of hours annual leave already taken in leave year:			
No. of hours annual leave left to take in leave year:			
How many hours leave would you like to sell?			
Employee's signature:		Date	

<u>Manager's Approval if Agreeing to sell annual Leave</u>			
Manager's signature:		Date	

APPENDIX 6 - TABLE OF RESPONSIBILITIES

Chief Executive	Formal overall responsibility for ensuring that all leave processes and procedures within the Trust are consistent.
Director of People & OD	Responsible for ensuring that there are robust leave processes and procedures in place.
Division & Corporate Directorate	Each area should establish clear, fair and equitable ways of applying this policy which are communicated regularly to all employees. This is to make sure that their core business and safe patient care is maintained. For instance, it will determine how many employees of each grade can take leave 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. The local procedure for leave should also ensure that leave is spread over the year, trying to avoid large peaks as much as possible.
All Managers	<p>A manager's first responsibility is to ensure the continuity of services for our patients. This must be balanced with our responsibility to ensure all employees take regular annual leave, allowing them sufficient rest and recuperation. Doing so supports staff wellbeing and ultimately strengthens the quality of care we provide to patients.</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 Division / Directorate or Corporate Management Teams.</p> <p>Thirdly, managers are responsible for monitoring employees' annual leave to ensure, and actively encourage, that colleagues take their full entitlement within the current leave year, supporting their overall health and wellbeing.</p> <p>Managers are also responsible for responding to annual leave requests in a timely and reasonable manner. They should review and action requests in E-roster regularly, ideally on a weekly basis or before finalising a new rota.</p>

All Employees	<p>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. It is also important for an employee's health, safety and wellbeing that they take the annual leave they are entitled to. Therefore, both employee's and managers have a responsibility to ensure that annual leave is planned in advance and ideally should be taken at regular intervals throughout the year.</p>
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APPENDIX 7 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

Policy	Division/Directorate and Department	Assessor (s)	New or Existing Policy?	Date of Assessment
CORP/EMP 49 v.4 – Annual Leave Policy	People and Organisational Development	Leanne Holder	Existing policy	Feb 2026
1. Who is responsible for this policy? P&OD (HR Services)				
2. Describe the purpose of the policy? Process/guidance on implementation of annual leave requirements.				
3. Are there any associated objectives? Provide consistent approach to implementation and application of annual leave processes across the Trust				
4. What factors contribute or detract from achieving intended outcomes? Individuals may be unaware of their roles & responsibilities				
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? No				
<ul style="list-style-type: none"> • If yes, please describe current or planned activities to address the impact N/A 				
6. Is there any scope for new measures which would promote equality? No				
7. Are any of the following groups adversely affected by the policy?				
a. Protected Characteristics	Affected?	Impact		
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			
8. Provide the Equality Rating of the service/ function/policy /project / strategy – tick (✓) outcome box				
Outcome 1 ✓	Outcome 2	Outcome 3	Outcome 4	
9. Date for next review: September 2028 (Policy valid until March 2029)				
Checked by: Adam Evans		Date April 2026		