

Guidance on Annual Leave

Guidance on Annual Leave June 2021

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Guidelines on Annual Leave – Updated April 2021

1. INTRODUCTION

- 1.1 These guidelines have been developed to ensure consistency of application and treatment of annual leave requests and provision during and after COVID-19.

2. SCOPE

- 2.1. These guidelines and its full content applies to all employees of East Dunbartonshire governed by Chief Officers, Local Government Workers and Teaching Employees.
- 2.2. COVID-19 and the response to recovery is based on Scottish and UK Government guidance and Public Health Scotland Guidance. The guidance developed takes account of the current context and the evolving nature of the recovery phases to the pandemic.
- 2.3. The principles of Annual Leave are included within the scope of these arrangements.

3. REQUESTING ANNUAL LEAVE

- 3.1. Employees should continue to request Annual Leave throughout the current arrangements subject to service delivery needs, which may vary service to service, depending on the nature of the activities performed and the emergency or essential services required.
- 3.2. It is recognised that whilst it remains harder than usual to plan at the moment, it is essential that employees still take annual leave across the leave year to allow time away from work duties to ensure health and wellbeing are maintained at this time. This also allows managers to ensure appropriate cover in teams throughout the year.
- 3.3. Wherever possible, Council will continue to comply with the requirements of the Working Time Directive to ensure that employees have sufficient rest and break periods, including holidays.
- 3.4. Employees who do not currently have any annual leave booked at this time should speak with their line manager about what can be accommodated. All annual leave requests will be considered in line with the requirements of the service.

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- 3.5. There is an expectation that employees will continue to take annual leave during this period of easing of restrictions to ensure that you are not working for long periods without a break.
- 3.6. As delivery continues and/or resumes, annual leave requests will need to be managed in line with our operational requirements, therefore it is important that employees continue to take annual leave.
- 3.7. All employees should continue to request annual leave in the normal manner.
- 3.8. Employees in frontline services, should discuss any request with their line manager in advance of making requests. Where possible, subject to available resources, leave requests will be granted.
- 3.9. The ethos of this guidance is to encourage employees and their line managers to discuss and plan leave arrangements. It is expected that a proportion of leave should be taken by July 2021.

4. PRE BOOKED ANNUAL LEAVE

- 4.1. Where employees have pre booked annual leave, they should continue to take the annual leave where possible, subject to the service delivery needs. The fact that a planned trip abroad cannot be undertaken does not mean that annual leave cannot be taken. Talk to your manager, if you want to cancel or alter the leave pattern. It will be at the discretion of line managers as to whether it can be cancelled or changed, but they should be flexible within the limitations of service delivery. They will consider the availability of work during the period of planned leave and the ability to accommodate it at a future date. This is no different from existing leave provisions.
- 4.2. Employees delivering frontline services should discuss any pre-booked annual leave with their line manager. Depending on available resources, emergency cover and service needs, line managers may ask employees to postpone pre-booked holidays to support the delivery of the service, with notification of such a request in line with Terms and Condition of employment. Any request like this would be subject to agreement.

5. THE ANNUAL LEAVE YEAR 2021/2022

- 5.1. The Government relaxed the rules around carry-over of statutory leave in response to Covid-19 easing the requirements to ensure that employees take

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- the statutory amount of annual leave in any one year and allowing up to 4 weeks of unused leave to be carried into the following 2 leave years. This applied in respect of 2020.
- 5.2. It is anticipated that balances will be used from 2020/21 leave year in advance of 2021/22 allocation being used. In most cases these balances will have been used by the end of March 2021. Only in exceptional cases would balances have continued beyond this.
 - 5.3. A working week continues to be deemed as 5 days (or pro-rated) where required. Therefore up to 20 days was possible to carry forward into 2021/22 leave year (pro-rated where required).
 - 5.4. Many annual leave requests should be able to be accommodated by the service based on the operational requirements during and in the recovery phases of COVID-19.
 - 5.5. Where term time employees or those supporting term time services wish to take annual leave, this will follow the established protocol included within this guidance.
 - 5.6. It is expected that a proportionate allocation of Annual Leave has been used by July 2021. There cannot be the retention of annual leave until such times as the summer period has ended. Discussions will take place through management teams to continue to ensure that leave is being taken across all teams.
 - 5.7. As the Council continues with its recovery following pandemic, it is not anticipated that reasonable requests for leave will not be supported. In the event that an employee has been unable to take leave in meeting the demands of the service, through discussion with your line manager you will be able to carry forward leave of up to 5 days. If there is a need identified that more than 5 days leave to be carried forward, this will required to be approved by an Executive Officer.

6. Re-instatement of Annual Leave

- 6.1 Where employees are on or due a period of annual leave, annual leave may be re-instated, when an employee is required to isolate as a result of themselves or a household member:
 - testing positive for Covid
 - being symptomatic and awaiting a test result
 - as a result of track and trace confirming close contact and need to isolate

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- 6.2 Employees are required to follow the Covid-19 reporting procedures which can be found on the Employee Zone at

<https://www.eastdunbarton.gov.uk/employee-zone/coronavirus-covid-19-employees>

7. RECORDING

- 7.1 Recording of annual leave on iTrent should continue in accordance with normal arrangements and approval processes.
- 7.2 Given the recording processes in place for employees who are unable to work at this time or are working from home due to being identified as vulnerable or shielding, there will be a requirement to confirm leave requests with HR Service Support. Line Managers should email HR Service Support on a request having been approved and HR Service Support Team will update record on iTrent accordingly.

***ANY UPDATES TO THIS GUIDANCE WILL BE COMMUNICATED TO ALL EMPLOYEES AS
AND WHEN THESE ARE CONFIRMED***