
LAS NHS TRUST

ANNUAL LEAVE ARRANGEMENTS FOR A&E STAFF

This agreement applies to all A&E staff and aims to ensure that the management of leave is dealt with in a fair and consistent manner throughout the Service. It recognises that annual leave is an important issue to many staff and tries to balance this with the needs and requirements of an emergency service.

The core principles of this agreement are:

- Generally the pre-planning of leave is poor and much is booked at short notice inevitably leading to difficulties and disappointment. Individuals need to take greater responsibility for pre-planning a significant part of their leave and this should be encouraged by the Service..
- All staff should have the opportunity to take at least two weeks summer leave (April to September) and this will be organised via an optional block leave system at all stations.
- Recognises that everyone has domestic commitments that often require short periods of time off.
- Leave is earned and taken on a current basis and due to the many and varied working patterns that exist within the Service, leave is calculated and applied in hours.
- That the process for booking leave should be simple, easily accessible to all and individuals are entitled to expect a timely response to their request.
- That the Service operates 24 hours a day, 7 days a week with variable levels of staffing and therefore a proportion of the leave allowance should reflect that pattern.

GENERAL

To ensure that staff have sufficient opportunity to take their leave a relief factor is provided in each Sector. Every effort will be made to allow individuals to take their full entitlement within the year, however, when this is not possible separate provisions apply for the carry-over of leave.

In order to assist with the taking of leave throughout the year, individuals will be reminded at regular intervals (September and December) through the leave year if they have not taken or booked a proportionate amount of their leave.

Where an individual chooses not to take their full entitlement in a leave year, up to one third of their entitlement may be carried forward.

An employee prevented by the Service from taking the full allowance of annual leave before the end of the leave year shall be allowed to make up the deficiency during the ensuing leave year at a time to be mutually agreed.

Where an employee is entitled to leave carried over from the previous year, the first leave taken in a current year shall be deemed to be that carried over until the amount of carried over leave is exhausted.

Under no circumstances can annual leave be exchanged for cash. If leave is not taken, or carried over it is lost. If, however, a member of staff leaves the Service the appropriate adjustment to annual leave will be made

LIEU DAYS

A lieu day is a day that is granted when someone works as part of their rostered duties, on a Bank Holiday / Statutory Day. If an employee is rostered off, sick or stood down, there is no entitlement to a lieu day.

Entitlement will be recorded in days and will reflect the number of hours actually worked on the bank holiday /statutory day. Specifically:

When the time worked is less than half the number of hours normally worked on the shift on that day – a half day off

When the time worked is half or more than half the number of hours normally worked on the shift on that day – a full day off.

Lieu days will be added, where appropriate throughout the year, and are subject to the same conditions as annual leave and will form part of the percentage allowed off at any time.

ALTERNATIVE REST DAY

If a Bank holiday/Statutory Day coincides with a rostered day off the day is deemed to be a Bank Holiday/Statutory Day and an alternative rostered day off is granted. The alternative day does not have the same status as a day in lieu and should be recorded as “ARD” – Alternative Rest Day.

In addition to ad-hoc leave one AFD may be taken per complex at a locally agreed time. ARD's will expire if not taken by the anniversary of the appropriate Bank Holiday/Statutory Day...

BLOCK LEAVE

Consistent with the principle of encouraging more pre-planning of leave, a process for allocating blocks of leave during the summer leave period (April to September) will be established at each station. Two-week blocks will be allocated to all staff, however, it is entirely a matter of individual choice whether to take up the allocated block, arrange to exchange this block or to request leave in the normal way. Full details of this are shown at Appendix 1.

Stations that already have a block leave system in place should continue to operate their establish process provided it is broadly similar to the one described in Appendix 1.

'AD-HOC' LEAVE

Ad-hoc leave is the term applied to leave that is not included within the summer block and may generally only be taken as complete shifts. However recognising that individuals may occasionally need to take part of a shift off for domestic commitments, up to four half shifts may be taken in any one leave year. This will be part of the overall permissible allowance.

Where there are conflicting leave requests, priority will be given on a first come first served basis.

A minimum notice period of 48 hours (prior to the start of the actual shift) for ad-hoc leave requests is required, however leave will not be refused just because less than 48 hours notice is given, but in such circumstances will only be granted if operational cover can be maintained.

LEAVE ALLOWANCE

In general the pre-planning of leave is poor and greater emphasis should be placed on advance booking a greater proportion of leave, particularly ad-hoc leave. To assist with this process an enhanced percentage of leave will be granted when leave is booked more than 1 month in advance. This is shown as the 15% figure at Appendix 2 and will be shared equally between day and night shifts as shown. As the date of the leave approaches - less than 1 month - this figure will reduce to 10% and if further leave is to be granted, it will take account of leave already booked.

In order to ensure that there is ample opportunity for staff to take their leave but at the same time to ensure that such absences can be covered by relief, the following leave (block and ad-hoc) percentages should be considered as a minimum. These can be exceeded provided there is no detriment to operational cover and taking account of the level of overtime that may be incurred. See Appendix 2 for detailed breakdown by complex - this will be updated and re-issued as and when establishments change.

Block and Ad-hoc leave		
Leave booked more than 1 month in advance	15%	Generally the 15% will be spread evenly between day and night shifts* However it may be appropriate, based upon the local shift patterns, to allow a greater number off on days providing there is a corresponding reduction in the number off on night shifts. Under no circumstances can the night allowance be exceeded.
Leave booked with less than 1 month notice	10%	Only granted if operational cover is not compromised
Short notice leave - less than 48 hours notice		
½ shifts		
	-	Maximum of 4 per person per leave year

- For the purpose of this document the following definitions apply - a night shift is any shift that finishes between 02.00 and 09.00. A day shift is any other shift.

LEAVE APPLICATIONS

For normal ad-hoc leave there are two methods of application.

LA.65(Rev)

This should be completed and sent in the internal mail to the Resource Centre via main stations.

E-Mail - electronic LA.65

This "form" is available on the network and should be completed in full and sent to the appropriate Resource Centre. You will automatically be sent an e-mail acknowledgement that your request has been received.

In both cases, twenty-four hours after receipt in the Resource Centre a decision can be given over the telephone. Alternatively, a written confirmation will be sent in the normal way.

Requests for block leave should be made on a LA65B

EXTENDED LEAVE

(Extract from the Personnel Policy Manual Section 8.2.4)

The main period of continuous annual leave is usually two weeks, up to three weeks may be accommodated by local arrangements, but leave in excess of three weeks is considered to be extended leave. When extended leave is requested, the maximum notice possible will be expected. If the leave entitlement of the member of staff covers the period requested and the manager approves it, no further action is required.

When the period of leave requested requires additional unpaid special leave, the reason for and timing of the leave will be a further consideration in reaching a decision. If such leave is granted, a set of conditions will be attached to the approval e.g. staff visiting sick relatives who are living abroad will provide a contact address, agree a date of return, be responsible for advising the manager of any unforeseen changes and accept the disciplinary implications of failure of return.

Extended leave will normally be subject to a maximum period of thirteen weeks, including annual leave.

In this context, two and three weeks are deemed to be 10 and 15 duty days.

FURTHER CONSIDERATIONS

These arrangements reflect the current terms and conditions that apply to Ambulance staff. but it is recognised that *Agenda for Change - The New NHS Pay System* will have an impact upon some aspects of the leave arrangements. As more information becomes available certain elements will need to be further reviewed and amended as appropriate.

However, allowance has been made in these arrangements for the general increase in entitlement that will occur when the new NHS Pay System is implemented.

FROZEN LEAVE

Staff who have been employed on or before 1 March 1986 will have frozen leave entitlement under the Salaried Structure Agreement.

Should these staff leave the Service then the frozen leave due to them will be converted to a cash payment at current rates and paid with their final pay as a non-superannuable payment in lieu and in complete recompense for the 1986/87 leave entitlement earned the previous year.

The aim of this procedure is to provide a service wide system for the equitable allocation of blocks of annual leave. However, it is entirely a matter of individual choice whether to take up the allocated block, arrange to exchange their block or to request leave in the normal way.

It proposes a basis for making the initial allocation, the annual process for moving those blocks forward and the process to be adopted by individuals who wish to do mutual changes of blocks. These arrangements must be in place at all Stations and every member of that station will be allocated a block.

General

Section 7 para. 74 of the Ambulance Whitley Council states - "Employees shall be allowed to take their annual leave between 1st April and 30th September, subject to the needs of the Service. Where it is not possible to allow full entitlement not less than two weeks of the entitlement in the table at paragraph 72 above should be allowed during this period; the balance to be taken at a time to be mutually agreed. Management has the right, following consultation, to introduce pre-planned leave when appropriate."

Typically such a scheme will have thirteen summer 'blocks' of two weeks and sufficient people need to be allocated to each block to allow the entire station establishment to have a two week period of leave in the summer. For example : At a station with an establishment of 100 people, eight people will be allocated to each summer block, at a station of 70, six people will be allocated to each of the thirteen blocks, plus ad-hoc leave up to a predetermined level.

Initial Allocation

Once the blocks have been identified, it will be necessary for the entire station establishment i.e. all existing in-post staff and vacant positions to be allocated to one of the summer blocks. A random method of allocation, such as 'picking names from a hat' should be used for this process. Once an individuals starting position has been identified the process will operate as detailed below.

General Operation of Block System.

After the initial allocation to blocks for the first year, each group will move forward by three blocks for the next year and three blocks the year after etc.

i.e.

Year 1

2/4-15/4		16/4-29/4		30/4-13/5		14/5-27/5		28/5-10/6
Mr.A								
Ms.B								
Mrs.C								
Mr.D								

Year 2

1/4-14/4		15/4-28/4		29/4-12/5		13/5-26/5		27/5-9/6
						Mr.A		
						Ms.B		
						Mrs.C		
						Mr.D		

New staff joining the unit will take one of the vacant positions.

'Swaps'/Mutual Changes

There is scope for individuals to exchange their blocks provided this is confirmed in writing by the two individuals and approved by Station Officer. When such changes are agreed, this will not alter their starting place in the following year.

Ideally skill mix must be maintained with mutual exchanges but the only circumstances in which a request will be refused is where this results in two T/QAPs working together as a result of a swap.

Key dates

Summer block allocations will be posted on station notice boards during the preceding October/November each year for the appropriate complex.

Any staff wishing to exchange dates with a colleague must advise the appropriate managers in writing no later than 31 January. Any agreement to the changes must be signed by all parties including the Station Officer.

Amended summer block allocations will be posted on notice boards during the first week in March.

All requests for block leave will be made on "Request for Block Leave" form, LA65B. Station Officers will manage this process for their complex and when complete will pass full details, together with duly completed LA65B's to the appropriate Resource Centre.

LAS NHS TRUST
BASELINE ESTABLISHMENT CALCULATION

APPENDIX 2

Central Sector

Station	1/4/2001 Complex Estab	Current 10%	1/4/2003 Estab	Revised 10%	15%	<u>Shared</u> Day	<u>between</u> Night
Deptford	70.00	7	77.1	8	12	6	6
Rotherhithe							
Oval	59.00	6	65	7	10	5	5
Brixton							
Waterloo	97.50	10	104.06	10	16	8	8
Westminster							
Bloomsbury							
TOTAL	226.50	23	246.16	25	38	19	19

East Central Sector

Station	1/4/2001 Complex Estab	Current 10%	1/4/2003 Estab	Revised 10%	15%	<u>Shared</u> Day	<u>between</u> Night
Newham	110.00	11	124	12	19	10	9
West Ham							
Poplar							
Homerton	90.00	9	94.86	9	14	7	7
Smithfield							
Shoreditch							
Camden	76.00	8	84.96	8	13	7	6
Islington	50.00	5	54.56	5	8	4	4
TOTAL	326.00	33	358.38	34	54	28	26

North West Sector

Station	1/4/2001 Complex Estab	Current 10%	1/4/2003 Estab	Revised 10%	15%	<u>Shared</u> Day	<u>between</u> Night
Friern Barnet	88.00	9	93.16	9	14	7	7
Mill Hill							
Barnet							
St.John's Wood	118.00	12	116.07	12	17	9	8
Park Royal							
Willesden							
Pinner	98.50	10	109.36	11	16	8	8
Kenton							
Wembley							
TOTAL	304.50	31	318.59	32	47	24	23

West Sector

Station	1/4/2001 Complex Estab	Current 10%	1/4/2003 Estab	Revised 10%	15%	<u>Shared</u> Day	<u>between</u> Night
Hanwell	95.00	10	97	10	15	8	7
Chiswick							
Greenford							
Isleworth	84.00	8	90.01	9	14	7	7
Feltham							
Richmond							
Twickenham							
Hillingdon	85.44	9	90.44	9	14	7	7
Heathrow							
Ruislip							
Hayes							
Fulham	80.50	8	89.75	9	13	7	6
N.Kensington							
TOTAL	344.94	35	367.2	37	56	29	27

North East Sector

Station	1/4/2001 Complex Estab	Current 10%	1/4/2003 Estab	Revised 10%	15%	<u>Shared</u> Day	<u>between</u> Night
Chase Farm	72.50	7	64.85	6	10	5	5
Ponders End							
Romford	89.00	9	95.66	10	14	7	7
Becontree							
Hornchurch							
Edmonton	80.00	8	107.66	11	16	8	8
Tottenham							
Bounds Green							
Whipps Cross	94.00	9	109.66	11	16	8	8
Iford							
Buckhurst Hill							
TOTAL	335.50	33	377.83	38	56	28	28

South East Sector

Station	1/4/2001 Complex Estab	Current 10%	1/4/2003 Estab	Revised 10%	15%	<u>Shared</u> Day	<u>between</u> Night
Barnehurst	99.49	10	106.52	11	16	8	8
Woolwich							
St Pauls Cray							
Greenwich	77.00	8	91.03	9	14	7	7
Mottingham							
Lee							
Bromley	90.00	9	96.98	10	15	8	7
Beckenham							
Forest Hill							
TOTAL	266.49	27	294.53	30	45	23	22

