

Annual Leave and Public/Privilege/Additional Holidays

1. The Purpose

This policy sets out the Forestry Commission's (FC's) position on annual leave and public/privilege/additional holidays (PPA). Along with the associated procedure, it sets out the rights and responsibilities of employees and managers and affirms the FC's reputation as a good employer.

2. The Principles

The principles of this policy are to:

- provide employees with regular periods of rest and relaxation, helping prevent the build up of stress;
- encourage employees to use their annual leave throughout the annual leave year;
- provide a degree of choice and flexibility around the use of annual leave allowances, including the option to buy or sell 2 days annual leave (pro-rata for part-time employees);
- confirm that taking annual leave and PPA is always at the discretion of management;
- encourage managers and employees to plan ahead for annual leave and PPA;
- reward loyalty through a one-off award of additional annual leave;
- only make a payment for accrued untaken annual leave in certain circumstances; and
- Ensure compliance with legislative and Civil Service Management Code requirements

3. The Policy

The annual leave year runs from 1 April to 31 March and employees must record their annual leave and, where appropriate PPA, on the appropriate forms.

Every employee must take a minimum of 28 days each annual leave year, including PPA. There is the option to anticipate up to 5 days annual leave or carry forward up to 20 days annual leave between leave years.

Where an employee completes 20 years' service, they are awarded a one-off extra 5 days annual leave.

All annual leave and PPA are pro rata for part-time employees.

3.1 Pay Band 1 to 7 Allowances

Annual leave	25 days per year on entry/30 days per year after 5 years
PPA	10½ days per calendar year

3.2 Senior Staff Group Allowances

Staff who are members of the Senior Staff Group before 1 July 2013

Annual leave	31½ days per year
Public/Privilege Holidays	9 days per calendar year

Staff who are promoted into or within the Senior Staff Group on or after 1 July 2013 (as the result of an advert or notice placed on or after 1 July 2013)

Annual leave	25 days on entry increasing by 1 day each year to a maximum of 30 days
Public/Privilege Holiday	9 days per calendar year

3.3 Structure of Leave Entitlement

The combination of annual leave and PPAs entitlement consist of the following:

Regulation 13 leave of the Working Time Regulations (EU Statutory Days)	4 Weeks (20 days)
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Regulation 13A leave of the Working Time Regulations (UK Statutory additional leave)	1.6 Weeks (8 days)
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Additional Contractual Leave	The remainder of an employee's leave allowance (either 6 days for Senior Staff Group with 9 PPA days, 7.5 days for employees with 25 days annual leave and 10.5 PPA days, or 12.5 days for employees with 30
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days annual leave and 10.5 PPA days).

Note that this leave is pro rata for part time employees.

In any leave year, the first 20 days of an employee's leave, including any PPAs, will be the Regulation 13 leave of the WTR, irrespective of their total leave entitlement. The next 8 days, including PPAs, will be the Regulation 13A leave of the WTR. This is irrespective of whether an employee has carried forward holidays from the previous year. Once 28 days leave (pro rata for part time employees) have been taken, the remaining leave will be the contractual additional days.

3.4 Your Responsibilities as an Employee

You are expected to:

- make yourself aware of and understand this policy and associated procedure;
- take regular breaks throughout the year to relax and reduce stress, taking at least one period of two consecutive weeks each year where possible;
- obtain prior approval from your line manager for all periods of annual leave;
- record your annual leave entitlement and balance on the appropriate form, as well as PPAs (where PPA recording is appropriate);
- record any annual leave and PPA taken on the appropriate form, where enhanced holiday pay is due; and
- retain annual leave records for 5 years for audit purposes.

3.5 Your Responsibilities as a Manager

You are expected to:

- make sure that you and your team are aware of and understand this policy and associated procedure;
- monitor the annual leave and PPA entitlements and balances of your employees;
- ensure all allowances, entitlements and balances are recorded and initialled by you on the appropriate form; and
- liaise with your dedicated HR Team in relation to more complex cases of annual leave, PPA and extra leave.

3.6 Human Resources Responsibilities

Human Resources have responsibility for:

- monitoring and reviewing this policy, and associated procedure, in consultation with the FC Trade Unions;

- advising managers and employees in dealing with more complex cases, i.e. change of employee's hours, mid-year allowance increases, long-term sickness absence, employees transferring into the FC, etc.;
- recalculating annual leave balances and arranging payments in lieu, as appropriate; and
- processing approved requests to buy or sell annual leave.