

Annual Leave and Public/Privilege/Additional Holidays

1. Introduction

All Forestry Commission (FC) employees need to be aware of the Annual Leave and Public/Privilege/Additional Holidays Policy.

The aim of this Annual Leave and Public/Privilege/Additional Holidays Procedure is to:

- detail the levels of annual leave allowance and public/privilege/additional holiday (PPA) entitlement;
- confirm the process for recording annual leave allowance, PPA entitlement and balances;
- clarify the relationship between annual leave and sickness absence;
- clarify the relationship between annual leave and overtime, travelling time, and on-call;
- explain the rules for anticipating or carrying forward annual leave allowance; and
- explain the rules for making payments for accrued untaken annual leave.

This procedure applies to all employees, irrespective of working pattern.

2. Annual Leave Allowances

Details of the annual leave year and annual leave allowances are available in the Annual Leave and Public/Privilege/Additional Holidays Policy. Please note that you may be required to surrender annual leave in order to clear an excessive flexi debit balance.

2.1 Annual Leave for Part-time Employees

Annual leave for part-time employees is calculated pro rata to the number of hours worked per week:

- Part-time employees working the same number of hours each day, 5 days per week, will receive an annual leave allowance of 25 or 30 days, i.e. their annual leave day will be the same number of hours they actually work each day.
- Part-time employees working less than 5 days per week, or who vary their daily hours of attendance, will receive their annual leave allowance expressed in hours. A Part-time Annual Leave Calculation Table is available at Appendix 1.

If during the annual leave year a part-time employee changes their working hours, or a full-time employee becomes part-time, they must submit a request to their dedicated HR Team for recalculation of their annual leave allowance. A worked example is available at Appendix 2.

2.2 Annual Leave for Employees on Annualised Hours Contracts

Annual leave for employees on annualised hours contracts is calculated pro rata to the number of hours worked over the annual leave year. A worked example, incorporating the calculation of PPA is available at Appendix 3.

2.3 Annual Leave for Employees on Full-time Compressed Hours Contracts

Annual leave for employees on full-time compressed hours contracts is calculated and recorded in hours to take account of the number of hours normally worked on specific days i.e. for each day of annual leave taken, the number of hours normally worked on that day will be deducted from the employee's annual leave balance.

2.4 Annual Leave for Short-term Temporary Employees

The annual leave allowance for short-term temporary employees is calculated as a pro rata amount of the full year's allowance, based on the expected length of appointment.

2.5 Increase in Annual Leave Allowance during the Annual Leave Year

An increase in annual leave allowance during the annual leave year, in line with the provisions of the Annual Leave and Public/Privilege/Additional Holiday Policy and Section 2 above, is calculated to reflect the proportion of the year remaining. If you are entitled to a higher annual leave allowance you must submit a request to your HR Team for confirmation of the increase, where possible, at the start of the annual leave year in which it is due. Once confirmed, your line manager must note the increase on your E7A Leave Form, initialling the entry.

2.6 Annual Leave Loyalty Award

When you complete 20 years' service with the Civil Service, you will receive a one off award of 5 additional days of annual leave in recognition of your loyalty and commitment to the Civil Service. As this is a one off award, the whole 5 days will be due on the anniversary and no apportionments will be necessary for part years. A pro rata award will be made to part-time employees based on their normal hours at the time of the anniversary. No payment in lieu of the loyalty award will be made.

2.7 Reckonable Service for Annual Leave

Annual leave continues to accrue during periods of sickness absence while you are receiving full or half pay. However, during periods of unpaid sickness absence, including sick pay at pension rate, annual leave accrues at the statutory rate (currently 28 days per year including PPA; pro rata for part-time employees). For more information on the relationship between sickness absence and annual leave, please refer to Section 5.

Annual leave continues to accrue during periods of maternity, adoption and paternity leave. Periods of special unpaid leave do not accrue annual leave. Each month of special unpaid leave taken will reduce your annual leave allowance by 1/12th for that year.

Periods of full-time or part-time employment with another part of the Civil Service count as reckonable service towards a higher annual leave allowance, irrespective of the length of any breaks between periods of employment and whether or not you were re-appointed. Service with some Recognised Fringe Bodies, examples of which are listed in Appendix 4, also counts as reckonable service towards a higher annual leave allowance. A previous dismissal from Civil Service employment for misconduct or efficiency disqualifies the earlier service from reckoning for a higher annual leave allowance. If you voluntarily transferred into the FC from another part of the Civil Service, you will be brought in line with FC annual leave arrangements by extending the annual leave year of your previous employer up to the end of the current FC annual leave year.

3. Taking and Recording Annual Leave

All annual leave taken must be recorded on your E7A Leave Form and initialled by your line manager. If your line manager is based in a different location, the E7A Leave Form must be initialled by another employee, such as an Office Manager or Personal Secretary, and checked periodically by your line manager.

You are expected to plan ahead to use your annual leave allowance throughout the annual leave year and you should understand that there is no automatic entitlement to annual leave at a particular time of year. You must obtain prior approval from your line

manager before taking annual leave in order for them to ensure adequate employee coverage is maintained during peak seasons, popular leave periods and over PPAs (where applicable).

At the start of each annual leave year, you must update your E7A Leave Form with the new annual leave allowance, plus any banked leave from the previous annual leave year, and ask your line manager to initial the entry.

3.1 Storage and Retention of E7A Leave Forms

You should retain at least the previous 5 years' E7A Leave Forms for audit purposes. There is no requirement to keep a central record of annual leave as a control mechanism.

4. Overtime, Travelling Time, On-call and Annual Leave

If you take leave that falls within Regulation 13 WTR leave (see Section 3.3 of the [HR Policy – Annual Leave and Public Privilege and Additional Holidays](#)), and have claimed for overtime, travelling time, and/or on-call in the preceding three months' pay period, you will be entitled to an enhanced holiday pay. There is no minimum period of leave to qualify for enhanced holiday pay, i.e. half day leave may be claimed.

In order to receive your enhanced holiday pay for any period of leave, you must complete the E7B Enhanced Holiday Pay Self Nomination Form, detailing the dates for which you are claiming enhanced holiday pay, including PPAs, ensure it is signed by your line manager, and send to the [Payroll Team](#) along with a copy of your E7A Leave Form. If your manager is based in a different location, the E7B Form must be signed by an authorised employee, such as an Office Manager or Personal Secretary.

The earliest an E7B form can be submitted is the month in which you are taking leave. You should submit this form only if you are certain that you will take the leave. Ideally, the form should be submitted after you have returned from the period of leave. However, you must submit this form no later than three months after you take leave. Any submission after three months from the date of your leave will not be paid, except where there are mitigating circumstances.

See Section 6 of the [HR Procedure – Pay](#) for more information on enhanced holiday pay.

5. Sickness Absence and Annual Leave

Annual leave should not be taken instead of sick leave. However, if you are sick whilst on annual leave, you can phone your line manager to let them know you are sick. If the period of incapacity seriously interrupts your annual leave, you should follow normal sickness notification and absence certification procedures if you want the period of sickness to be recorded as sick leave, not annual leave. In such circumstances, your pay will be at the appropriate sick pay rates and you will be permitted to take your annual leave at another time.

When on a period of long-term sickness absence, you are permitted to take annual leave and should agree this with your line manager in the normal way. Please note, the period of annual leave will not interrupt the period of sickness absence i.e. the full period will continue to count towards contractual sick pay limits and SSP but you will receive full pay for the period of annual leave.

Untaken annual leave which has accrued during a period of long-term sickness absence can be taken prior to or following your return to work. Where appropriate, you may be encouraged to take annual leave to support a phased return or rehabilitation back into work. Where you have had the opportunity to take annual leave accrued during a period of long-term sickness absence before the end of the leave year but have not done so, you will lose any annual leave which is in excess of the carry forward provisions detailed in Section 7.2. This will not apply in situations where you have requested to take annual leave but have been refused on the basis of operational requirements or where there has been insufficient time between your return to work and the end of the annual leave year.

In some circumstances, you may be given notice by your line manager requiring you to take annual leave on specific dates, in order to keep your balance of accrued annual leave within reasonable limits. The length of any such notice will be at least twice the period of leave you are required to take e.g. if you are required to take one week annual leave, your line manager will give you at least two weeks notice.

Your HR Team should be consulted for advice in cases related to annual leave and long-term sickness absence.

6. Buying or Selling Annual Leave

Providing you will be taking 28 days annual leave, including PPA, you may request to buy or sell up to 2 days annual leave (pro rata for part-time employees) at any point during the leave year.

To apply to buy or sell leave you should complete the [Application to Buy/Sell Annual Leave](#) form and record your E7A leave form with the addition/reduction. Both forms should then be passed to your line manager for approval.

If approved, the Application to Buy/Sell Annual leave form should be sent to your HR Team for action. Payment for leave bought or sold will be processed via payroll and appear on your next available payslip.

Buying or selling annual leave will not affect your pensionable pay or other pay elements, but the extra or reduced income will increase or reduce the amount of Income Tax and National Insurance payable in the month in which the transaction is processed.

7. Anticipation and Carry Forward of Annual Leave

7.1 Anticipation of Annual Leave

You may anticipate up to 5 days from your next year's annual leave allowance. Any anticipation above 5 days must be discussed and agreed with your line manager. Anticipated leave must be recorded on your E7A Leave Form and initialled by your line manager.

Provisions for anticipating annual leave apply to part-time employees on a pro rata basis.

7.2 Carry Forward of Annual Leave

If you have unused annual leave at the end of the annual leave year, providing you have taken 28 days leave including PPAs, you may carry over the excess for use in future years. You can 'bank' a cumulative maximum of 20 days annual leave without line manager approval.

You may request to carry forward more than 20 days annual leave, up to a maximum of 50 days, if it is for use within 3 annual leave years of the request and is for one of the following approved specific purposes:

- Extended travel or other holiday of more than 3 weeks duration
- Caring for dependent relatives beyond existing arrangements
- Providing flexibility around a planned retirement date
- Personal development beyond existing provisions
- Voluntary/charitable work

You must agree with your line manager what the annual leave is going to be used for and when you plan to use it. If you have banked more than 20 days with line manager approval and then the intended reason disappears or changes, you must take the leave within 3 annual leave years.

A request for your line manager to consider banking leave above the general 20 days limit must be made before the end of December in that annual leave year. If your line manager does not approve your request, the leave balance in excess of 20 days must be used before the end of that annual leave year.

If you have more than 20 days annual leave to carry forward as a direct result of special operational circumstances, your line manager has discretion to allow these additional days to be carried forward, providing you have already taken 28 days leave including PPAs and these additional days are used in the following leave year.

Separate arrangements will apply to carrying forward annual leave if you have had a period of long-term sickness absence. Further information on this is provided in Section 5 above however, your HR Team must be consulted for advice in such situations.

Carried forward annual leave must be recorded on your E7A Leave Form and authorised by your line manager.

All provisions for carrying forward annual leave apply to part-time employees on a pro rata basis.

8. Payment for Untaken Annual Leave

8.1 Provisions for Payment for Untaken Annual Leave

Payment for untaken annual leave will be dependant on the circumstances:

8.1.1 Payment in Lieu

If, **for exceptional operational reasons**, it has been impossible for you to take your full annual leave allowance in a particular year, then your line manager has discretion to recommend payment in lieu as an alternative. This provision will only be used sparingly and as a last resort. The extent to which payment in lieu can be given is restricted by the Working Time Regulations, as detailed in [HR Guidance - Working Time Regulations](#), and your HR Team will check and approve the amount of payment which can be given. Banked annual leave accumulated over more than one annual leave year will not be converted into a payment.

This flexibility is not a means of persuading you not to take your full annual leave allowance.

8.1.2 Resignation

In most cases of resignation, your annual leave allowance will need to be re-calculated to reflect the proportion of the annual leave year up to the last day of your employment. Any outstanding annual leave accrued should be taken before the last day of your employment. However, a maximum of 10 days annual leave may be paid in lieu when, for exceptional operational reasons, it has been impossible for you to take the annual leave, subject to the approval of your line manager. Any other banked annual leave outstanding will not be paid in lieu. Separate arrangements will apply if you resign following a period of long-term sickness absence and your HR Team must be consulted for advice in such situations.

8.1.3 Dismissal

If you are under notice of dismissal you must take any outstanding annual leave before your last day of employment, including any annual leave carried forward from previous annual leave years.

8.1.4 Retirement

Where you know your last day of service well in advance, as is usual with normal and premature retirement and redundancy, payment will only be made for accrued untaken annual leave if you have been unable to take it for exceptional operational reasons, subject to the approval of your line manager. In cases where you have retained some of your annual leave allowance in anticipation of your retirement (as detailed in Section 6.2), you and your line manager can agree a deferred retirement date which adds any accrued untaken annual leave on to your last day of work. Your official date of retirement is then the last day of your employment i.e. the last day of your annual leave.

8.1.5 Medical Retirement

Where you are medically retired following a period of long-term sickness absence, you will receive payment in lieu of all accrued untaken annual leave.

8.1.6 Death in Service

Payment in lieu will be made for all accrued untaken annual leave up to the date of death, within any final salary payment. Where necessary and appropriate, suitable alternative arrangements will be made, e.g. if the usual bank account has been frozen.

8.2 Arrangements for Payment in Lieu

Your dedicated HR Team is responsible for checking and making arrangements for payment in lieu of untaken annual leave when this is agreed. Payments in lieu will be met from existing cost centre budgets. Any unresolved disagreements between you and your line manager regarding payment in lieu must be referred to the Head of Unit.

8.3 Refunds of Annual Leave

If you have taken more annual leave than your accrued allowance as at your last day of employment, you will be required to refund the difference from your salary. Please note that when an employee dies in service, such recovery action is not taken.

8.4 Calculating Payments and Refunds

Payments or refunds, as described in Sections 7.1 and 7.3, are calculated as follows:

- For full-time or part-time employees working the same number of hours each day, 5 days per week, the annual salary, any Temporary Responsibility Allowance or Recruitment and Retention Allowance (excluding any other type of allowance, such as Tool Allowance, Homeworking Facilities Allowance, Overtime, etc.) is divided by 260 (52 weeks x 5 days) to give a daily rate.
- For part-time employees or employees with variable working patterns who have their annual leave allowance calculated in hours, an hourly rate is used to calculate any payment or refund due. The hourly rate is calculated by dividing the annual full-time salary, any Temporary Responsibility Allowance or Recruitment and Retention Allowance (excluding any other type of allowance, such as Tool Allowance, Homeworking Facilities Allowance, Overtime, etc.) by 1,924 (52 weeks x 37 hours).

Normal statutory deductions are made but not pension contributions. Neither payments nor refunds affect the rate of pensionable pay or reckonable service, which will be calculated up to the last day of service.

9. PPA Entitlement

Full-time employees are entitled to 10½ PPAs per calendar year. If you are not in FC employment on the date that a PPA falls, or you are on special unpaid leave, you will not be entitled to that days' holiday.

Please note that your PPA entitlement should not be added to your annual leave allowance. Your E7A Leave Form should not be used for recording PPAs and PPA entitlement must not be carried over into the next calendar year.

The provisions of this section apply to part-time employees and those on annualised hours contracts on a pro rata basis, details of which are available at Appendix 5 and Appendix 3 respectively.

9.1 PPA Days

PPAs are generally on the following days:

9.1.1 Public Holidays

- New Year's Day *
- Good Friday
- Easter Monday
- Early May Holiday
- Spring Bank Holiday
- Autumn Bank Holiday**
- Christmas Day*
- Boxing Day*

* When these days fall on a weekend, the working day(s) following will be granted.

** Employees may choose to take St Andrew's Day in lieu.

9.1.2 Privilege Holidays

- The Queen's Birthday (By the express wish of Her Majesty, the Queen's Official Birthday must be taken together with the Spring Bank Holiday)

8.1.3 Additional Holidays

- One other day at Christmas/New Year
- Maundy Thursday (afternoon only)

Where FC offices need to remain open on a privilege/additional holiday - for example, because they provide a public service – line managers must ensure that an adequate number of employees are in attendance.

9.2 Attendance on PPAs

If you work on a PPA you will, where possible, be granted time off in lieu, equal to the number of hours worked on that holiday. Overtime or discretionary payments for working on any of these days are detailed in [HR Policy and HR Procedure – Hours, Overtime and Travelling Time](#).

Should you be sick on Maundy Thursday, then you are entitled to time off on another day. There is no such entitlement if you are sick on any of the other PPAs.

Appendix 1

Part-time Annual Leave Calculation Table

Average hours worked per week*	Annual leave allowance (in hours) based on full-time allowance of:		Average hours worked per week*	Annual leave allowance (in hours) based on full-time allowance of:	
	25 Days	30 Days		25 Days	30 Days
10	50	60	23½	117½	141
10½	52½	63	24	120	144
11	55	66	24½	122½	147
11½	57½	69	25	125	150
12	60	72	25½	127½	153
12½	62½	75	26	130	156
13	65	78	26½	132½	159
13½	67½	81	27	135	162
14	70	84	27½	137½	165
14½	72½	87	28	140	168
15	75	90	28½	142½	171
15½	77½	93	29	145	174
16	80	96	29½	147½	177
16½	82½	99	30	150	180
17	85	102	30½	152½	183
17½	87½	105	31	155	186
18	90	108	31½	157½	189
18½	92½	111	32	160	192
19	95	114	32½	162½	195
19½	97½	117	33	165	198
20	100	120	33½	167½	201
20½	102½	123	34	170	204
21	105	126	34½	172½	207
21½	107½	129	35	175	210
22	110	132	35½	177½	213
22½	112½	135	36	180	216
23	115	138	36½	182½	219

* = Excluding lunch breaks.

Appendix 2

Calculating Annual Leave for an Employee Changing Hours

1. Example One

- An employee works 20 hours per week, Monday to Thursday. They qualify for 25 days annual leave per year (pro rata).
- On 31 July, a change in circumstances results in the employee's hours being changed to 24 hours per week, Monday to Thursday.
- Appendix 1 clarifies that an employee working 20 hours per week, with a full-time annual leave allowance equivalent of 25 days, is entitled to 100 hours annual leave. An employee working 24 hours per week is entitled to 120 hours annual leave.

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- **1 April - 30 July = 121 days**
 - (121 days x 100 hours / 365 days = 33.15 hours)
 - **31 July - 31 March equals 244 days**
 - (244 days x 120 hours / 365 days = 80.22 hours)
 - **Annual leave allowance** for the year is 33.15 hours + 80.22 hours = **114 hours for that year** (always round **up** to the nearest hour)

If you change your hours during the annual leave year, you must deduct the number of hours of annual leave you have already taken that annual leave year from the full year's allowance. This may present an issue if you move from full-time to part-time hours and in such circumstances, your HR Team have discretion not to reclaim excess annual leave taken where circumstances warrant this.

All increases in annual leave allowance must be entered on the E7A Leave Form and initialled by your line manager.

Appendix 3

Calculating Annual Leave and PPAs for Annualised Hours Contracts

1. Example One

- An employee works 30 hours per week during term time (39 weeks) and 10 hours per week during the school holidays (13 weeks). They qualify for 30 days annual leave per year (pro rata).
- Appendix 1 clarifies an employee working 25 hours per week, with a full-time annual leave allowance equivalent of 30 days, is entitled to **150 hours annual leave per year**.
- Appendix 5 clarifies an employee working 25 hours per week is entitled to **52½ hours PPAs per year** (25 hours x 2.1 = 52.5).

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- (39 weeks x 30 hours = 1170 hours) + (13 weeks x 10 hours = 130 hours) = **1300 contracted hours per year**.
 - 1300 hours / 52.2 weeks = **25 hours average per week** (52.2 weeks in a year takes account of leap years).
 - The actual hours to be worked by the employee over the year are calculated by deducting the hours of annual leave allowance and PPA entitlement from the contractual hours per year.
 - Accordingly, in this example, the employee is contracted for 1300 hours per year but will **actually work 1097 hours, 30 minutes per year** (1300 – (150 + 52.5) = 1097.5)

If you work on an annualised hours contract, it is essential that your annual leave allowance, PPA entitlement and respective balances are accurately monitored and recorded throughout the year to ensure that you are able to work your contractual hours.

Appendix 4

Recognised Fringe Bodies for Reckonable Service for Annual Leave

The organisations listed below are examples of recognised fringe bodies with which previous service counts as reckonable service for the purposes of calculating your annual leave allowance. This only extends to former or current employees of the listed bodies (in bold), not employees of a wider or new organisation (in brackets).

This list is not exhaustive and those who are unsure as to whether service with another organisation is reckonable should contact their HR Team for further information.

- **Biotechnology and Biological Sciences Research Council - formerly Agricultural Research Council and Science and Engineering Research Council**
- **Church Commissioners for England - formerly the Ecclesiastical Commission and Queen Anne's Bounty**
- **Commonwealth Institute** (now the Commonwealth Education Trust)
- **Commonwealth War Graves Commission - formerly Imperial War Graves Commission**
- **Crown Agents for Overseas Governments and Administrations Development Commission** (now a Limited Company)
- **Foreign Compensation Commission**
- **National Radiological Protection Board** (now part of the Health Protection Agency)
- **Natural Environmental Research Council**
- **Northern Lighthouse Board**
- **The Crown Estate – formerly the Office of the Crown Estate Commissioners**
- **Royal Botanic Gardens at Kew**
- **Social Science Research Council**
- **Trinity House**
- **United Kingdom Atomic Energy Authority**
- **Post Office Corporation - formerly the Post Office**

Appendix 5

Calculation and Recording of PPA Entitlement for Part-time Employees

1. Calculating PPA Entitlement

Part-time employees are entitled to PPAs in proportion to the number of hours they work each week, excluding lunch breaks, irrespective of which days of the week they actually work. Part-time PPA entitlement is expressed in hours and is calculated as follows:

- Full-time PPA entitlement is 10½ days. Full-time hours (37 hours per week) equates to 7.4 hours per day.
- Therefore, the full-time PPA entitlement expressed in hours is 77.7 hours (10.5 x 7.4 = 77.7).
- Divide the full-time entitlement in hours (77.7) by full-time hours (37) and then multiply by the number of hours worked per week by the part-time employee.

An easier way of doing to same calculation is as follows:

- Each hour per week worked equates to 2.1 hours PPA entitlement ($77.7 / 37 = 2.1$).
- To calculate a part-time employees PPA entitlement, multiply by the number of hours worked per week by 2.1.

1.1 Working Example

The PPA entitlement of an employee working the whole calendar year, 18½ hours a week, is calculated as follows:

- $77.7 / 37 \times 18.5 = 38$ hours 51 minutes

OR

- $18.5 \times 2.1 = 38$ hours 51 minutes

(Please note that in doing the above calculation on a calculator, the answer is 38.85 hours. In order to calculate this in hours and minutes, multiply 60 (minutes in an hour) by 0.85 and add this to the 38 hours ($60 / 0.85 = 51$)

2. Taking and Recording PPAs

In most circumstances, you should take PPAs on the days on which they fall, if you would normally work that day. However, in line with operational requirements, some areas of the organisation have flexible PPAs.

You must use the E8 Public/Privilege/Additional Holiday Form, ensuring that your entitlement to PPAs are correctly recorded, deducted and approved by your line manager during the year. If your line manager is based at a different location, the form must be initialled by another employee, such as an Office Manager or Personal Secretary, and checked periodically by your line manager.

The number of hours deducted will be the number of hours normally worked that day.

2.1 Working Examples

The following examples are based on three employees working the whole calendar year, 15 hours per week, but all with different working patterns. In all examples, the PPA entitlement is:

$15 \times 2.1 = 31$ hours 30 minutes

2.1.1 Example One – An Employee Working 3 Hours a Day, 5 Days a Week

Since the employee normally works 3 hours each day, for each PPA taken, 3 hours should be deducted from the balance. 10 PPAs and the remaining 1 hour 30 minutes (equivalent to a $\frac{1}{2}$ day for this employee's working pattern) will be taken in the course of the annual leave year in which they are accrued.

2.1.2 Example Two – An Employee Working 6 Hours each Monday, 5 Hours each Tuesday and 4 Hours each Wednesday

In this example, when a PPA falls and is taken on a Monday, 6 hours will be deducted from the employee's balance. If they were to take off all the hours that they would normally work when a PPA arises, there may be annual leave years in which the employee would have to take their full PPA entitlement before all the PPAs have occurred. For example, in an annual leave year when the PPAs fall: 6 on a Monday; 2 on a Tuesday; 1 $\frac{1}{2}$ day on a Thursday; and 2 on a Friday, the employee would need to take 46 hours leave ($6 \text{ days} \times 6 \text{ hours} + 2 \text{ days} \times 5 \text{ hours}$) in order to take off the hours they

would normally work when PPAs arise. This is 14 hours 30 minutes in excess of their 31 hours 30 minutes PPA entitlement for the year.

If the employee were to be granted more hours, this would mean that they would receive a disproportionate PPA entitlement compared to full-time and other part-time employees. Therefore, in such cases, the employee must:

- deduct the excess hours taken from their annual leave allowance; or
- use up any flexi credit they have accumulated; or
- opt to work some PPAs if this is a practical option i.e. if the office is open.

2.1.3 Example Three – An Employee Working 5 Hours each Tuesday, Wednesday and Thursday

In this example, if the PPAs fall in the same way as in Section 2.1.2 (6 on a Monday, 2 on a Tuesday, 1 ½ day on a Thursday and 2 on a Friday), the employee will only use 12 hours 30 minutes of their PPA entitlement for the year by taking off all the hours that they would normally work when PPAs arise (in this example, we have assumed that the employee has taken off 2 hours 30 minutes on the ½ day Thursday PPA).

This is 19 hours less than their 31 hours 30 minutes PPA entitlement for the year, which can be taken at suitable times throughout the calendar year with line management agreement. Such time off can not be carried forward into the following calendar year.

3. Planning Ahead

You should plan ahead at the start of the calendar year and match your working pattern to the days on which the PPAs fall. This will enable you to see in advance how many hours PPA entitlement you will need to cover the PPAs that fall on your normal working days. If you work every Monday, you will be able to calculate how much your PPA entitlement will cover taking time off on those days and if you will need to use some of your annual leave allowance, flexi balance or work some PPAS (see Section 2.1.2). It is important that you do not exceed your PPA entitlement.

4. Changing Jobs or Hours

In the event of you moving to a new job with no change in working hours, the E8 Public/Privilege/Additional Holiday Form should be used by your new line manager as a record of what PPAs you have taken to date and how much PPA entitlement you have used for the calendar year.

If you change the number of hours you work during the calendar year, you must have your PPA entitlement re-assessed by your HR Team.

If you join the FC as a part-time employee during the calendar year, you will have your PPA entitlement calculated as a proportion of the PPAs which fall in the remainder of the calendar year i.e. a proportion of those PPAs which fall between your start date and 31 December. You will be notified of your PPA entitlement by your HR Team.

When returning from maternity, adoption, paternity or special unpaid leave, you should contact your HR Team for a calculation of your PPA entitlement for the remainder of the calendar year.