NHS
Cornwall and
Isles of Scilly

Annual leave policy

Date approved: March 2025

NHS Cornwall and Isles of Scilly Integrated Care Board

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1. Introduction

Everyone is entitled to annual leave. The amount of leave you are entitled to depends on the hours you work and your length of service. Your annual leave is so you can take time off to rest and recharge. It helps you balance your work and personal life, reduce your stress levels and improve your overall wellbeing.

For this reasons, NHS Cornwall and Isles of Scilly integrated care board (ICB) encourages you to take annual leave in even blocks throughout the year, where possible.

Managers will try to ensure that workloads do not prevent you from taking all your annual leave entitlement each year. There will be no expectation to attend or undertake any work while you are on leave.

2. Purpose

This policy aims to ensure that all everyone is aware of the process for calculating, recording, authorising and managing annual leave and for purchasing additional annual leave where applicable. Its purpose is also to ensure everyone in the ICB is treated consistently and fairly.

This policy applies to everyone in the ICB who is employed under agenda for change terms and conditions.

3. Responsibilities

Executive directors and senior managers

Will recognise the benefits of taking annual leave particularly when taken in regular blocks of time throughout the year.

Managers

Managers will

- ensure the policy is applied fairly to everyone
- know how to access ESR and see the leave entitlement for their direct reports
- make sure everyone knows how to requesting leave
- try to ensure colleagues book leave in regular intervals throughout the year
- electronically approve leave requests within 28 days
- clearly communicate the reason should a request for leave be turned down
- fairly review requests for purchase of additional annual leave

People and organisational development (POD)

POD will regularly review the policy and procedure, including ensuring the policy is updated inline with any organisational or legislative changes.

They will provide managers and colleagues with advice and guidance on the application of the policy and related procedures, particularly where there may be disagreement regarding the requesting or granting of annual leave.

Everyone

Everyone should request annual leave in line with this policy, giving sufficient notice for planning and co-ordinating arrangements with other members of the team.

Additional annual leave

To purchase additional annual leave, you should make a request in writing to your line manager using the form attached at appendix 2.

You should consider the financial implications of purchasing additional annual leave and also make sure you have the capacity to take any additional annual leave in the current leave year.

4. Annual leave entitlement

Leave year and entitlement

The ICB's leave year runs from 1 April to 31 March.

The amount of annual leave you can have depends on your length of service.

Length of service	Annual leave	Bank or public holidays
On appointment	27 days or 202.5 hours	8 days or 60 hours
After 5 years' service	29 days or 217.5 hours	8 days or 60 hours
After 10 years' service	33 days or 247.5 hours	8 days or 60 hours

Your annual leave and bank or public holiday entitlement is calculated in hours to allow for different working patterns and shift patterns of unequal length.

When you start your employment with the ICB, your annual leave for the current leave year will be calculated on a pro-rata basis. The POD team can help you calculate how much leave you can take before the end of the leave year. The amount of bank or public holiday hours you are granted will depend on how many bank or public holidays remain in the current leave year.

Part time employees, colleagues on varied hours and zero-hour workers

Part-Time Employees: ESR will calculate your leave entitlement. You will accrue leave on a pro-rata basis depending on the number of hours you work, and your entitlement will be rounded up to the nearest half day. You will also accrue leave on a pro-rata basis for the bank and public holidays that occur during the leave year, regardless of whether they fall on days you would usually work.

Zero-Hour Workers: You are entitled to the equivalent of 5.6 weeks (28 days) paid holiday per year. Your entitlement will accrue based on the number of hours you work each quarter, including public holidays. You will be paid for the holidays you have accrued but not taken on a quarterly basis at a rate of 1 hour's pay for each accrued but untaken hour of holiday entitlement.

Alternative working patterns: If your working day is either greater or fewer than 7.5 hour, you will calculate your annual leave and public holiday entitlement in hours. This ensures that you do not receive more or less leave than those who work a standard pattern.

Entitlement on changing length of service

If there is a change in your entitlement partway through a leave year, such as an increase in length of service to either 5 or 10 years or a change in the number of hours worked, your leave entitlement will need to be recalculated and amended on your record. The POD team can help you with this calculation if needed.

All annual leave and bank or public holiday entitlement will be calculated and taken in hours to allow for different working patterns and shift patterns of unequal length.

If you are part time, your entitlement will be calculated on a pro-rata basis, in hours, based on the number of contract hours your work each week.

Broken service

For determining annual leave entitlement, your total aggregated NHS service is used. This means that if you have broken periods of service, all periods are added together to give a total. For example, if you worked in the NHS for 5 years, left for 2 years, and re-joined 3 years ago, your total service for annual leave purposes would be 8 years.

Entitlement on changing hours

If you change your contracted hours, your annual leave entitlement will be recalculated. The POD team can help with this if needed. where appropriate.

New colleagues

As a new colleague, you will be entitled to annual leave plus bank and public holidays on a pro-rata basis in the year you join the ICB. You can calculate your entitlement for the first year and for part years using the annual leave calculator available on IRIS. Your bank or public holiday entitlement will be based on the number of bank or public holidays remaining in the current leave year from your date of joining.

Entitlement on leaving

If you are leaving the ICB, you should recalculate your leave entitlement based on your leaving date. The POD team can help with this if need.

Unused Leave: If you have more leave due than you have taken, you will receive payment in lieu for the balance in your final salary payment.

Excess Leave Taken: If you have taken more leave than you have earned, a deduction for the balance will be made from your final salary payment.

5. Approval for annual leave

There is no automatic right to have annual leave requests approved, so you should not commit to holiday plans until you receive approval. However, managers should give proper consideration to any leave requests, taking into account the operational workload.

Planning and Booking Leave

- Plan ahead and book holidays evenly throughout the year.
- The ICB expects you to take all your annual leave within the leave year.
- In very exceptional circumstances, you may carry over up to 1 week of basic contracted hours to the following leave year. This must be applied for in writing and agreed upon by your manager. The reasons for the carryover and the manager's agreement will be recorded on your personal file.

Notice and Approval

- Ensure you give sufficient notice when requesting annual leave.
- All annual leave must be approved by your line manager before you take it.
- If a manager cannot authorize a leave request, they must provide you with the reasons for the refusal.

Disputes

- If you are not satisfied with the reason given for refusing a leave request, initially discuss it with your line manager.
- If the issue remains unresolved, you can pursue the matter through the grievance and dignity at work procedure.

Where too much leave is taken

Handling Leave Errors
Sometimes mistakes can happen, especially if you've changed your working pattern or contracted hours during a leave year. If you take more leave than you are entitled to, the excess hours will be deducted from your balance in the new holiday year.

It might be possible to pay back the annual leave you have used in error. With permission from your Line Manager and the POD team, you can arrange for the appropriate number of hours to be deducted from your pay. To do this, your manager will need to start a Contract Amendment Form (CAF).

6. Additional annual leave purchase scheme

If you want to take more leave than your standard entitlement, the ICB offers a scheme to purchase up to 2 weeks of additional annual leave, subject to certain conditions.

Principles

You can buy up to 2 weeks of additional leave each year. Requests must be for whole weeks; individual hours or days are not allowed. For part-time employees, 1 week equals the number of hours you work in a week.

Your employment continuity and pension contributions remain unaffected while you take additional leave.

The cost of approved additional annual leave will be deducted from your salary over a 12-month period, but you can ask to repay it sooner. You will continue to receive your monthly salary at a reduced rate. Repayments will start in the next available pay period following receipt of your application form by the POD team. If your contracted hours change during the year, the ICB will adjust your payments accordingly.

Additional leave must be taken within the year it is requested and cannot be carried over. To withdraw from the scheme, you need to give 3 months' notice. Salary deductions will continue for any leave already taken.

If you leave the ICB and haven't taken all the additional leave purchased, you will be reimbursed. If you haven't repaid for all the leave purchased, the outstanding amount will be deducted from your final salary. If your final salary doesn't cover the amount owed, you must repay the balance within 1 month of leaving.

Approval for purchasing additional annual leave

To apply for additional annual leave, complete the application form and submit it to your line manager. By completing the form you consent the relevant payments deducted from your salary.

Your line manager will consider the request and confirm a decision within 14 calendar days. If your application is not approved, they will explain why. All applications will be fully considered but there is no automatic right to have your application approved. Approval does depend on the needs of the team and whether your role can be covered sufficiently while you are away.

If your manager approves your application, they will forward your form to the POD team who will make the appropriate arrangements with the payroll team to adjust your annual salary adjusted.

All applications are treated individually and will only be valid for a year. You will need to make another application for the following year if you want to purchase more additional leave.

Approved additional leave will be added to your entitlement on ESR, and you must book it like your regular annual leave. Normal departmental protocols apply for booking and approval..

Example calculations illustrating the cost of purchasing additional annual leave are given at appendix 3.

7. Bank holidays

The 8 recognised bank or public holidays are:

- Easter Good Friday
- Easter Monday
- May day
- Spring bank holiday (late May)
- August bank holiday
- Christmas Day*
- Boxing Day*
- New Year's Day*

*If these dates fall on a Saturday and/or Sunday, the official bank or public holiday days are usually the following Monday and Tuesday if both Christmas Day and Boxing Day fall on the weekend.

A bank or public holiday period is defined as the 24-hour period from midnight leading into the bank or public holiday to midnight on the day of the bank or public holiday.

If you work or need to be on-call on a bank or public holiday, you can book an alternative day off. You will receive your normal pay for working on that day.

You will usually have 8 bank or public holidays each leave year. Occasionally, there may be more than 8 bank or public holidays within a leave year, for example, when Easter falls in March or if there is a special additional public holiday granted by the Government.

If you are part-time and don't wish to use annual leave on a bank or public holiday, you may be able to change your working days with approval from your line manager. For example, if you usually work on Monday, Tuesday, and Wednesday and a bank holiday falls on Monday, you might ask your manager if you can work on Tuesday, Wednesday, and Thursday that week to avoid using annual leave. Your manager does not have to agree if it is not operationally possible to change your hours in this way.

8. Booking annual leave

At the start of the leave year, your ESR account will calculate your leave entitlement. If you join the ICB during the leave year, you will receive a pro-rata entitlement.

When booking leave, use the number of hours you are scheduled to work on that day.

Booking bank holidays

- Your bank holiday entitlement is included in your total leave allowance.
- It's good practice to book all bank holidays on ESR at the start of the leave year to keep track of your remaining annual leave hours.
- If you are part-time, only book the bank holidays on which you would usually work.

The POD team may contact you if you haven't booked a bank or public holiday from your annual leave allowance and they may book it retrospectively for you. This ensures everyone uses their leave allowance fairly and according to their contracted entitlement. If you don't plan to use leave on a bank holiday you would usually work, please inform the POD team for internal audit purposes.

9. Carrying forward annual leave

If, in exceptional circumstances, you are prevented from taking all your leave because of service demands, then up to 1 week of basic contracted hours may be carried over to the following leave year. If you have more than 1 week of unused holiday, the outstanding balance can be paid in the April payroll. This can only happen if your line manager is in agreement, and they will be asked by the POD team to provide a brief explanation for the internal audit process.

If you were off sick and prevented from using your leave.

If you were off sick and prevented from using your leave, you can carry over any unused statutory leave into the next leave year. However, this carryover is limited to the 4 weeks (pro-rata for part-time colleagues) provided by European legislation, rather than the 5.6 weeks (pro-rata for part-time colleagues) under regulation 13a of the Working Time Regulations. Any carried-over leave must be taken within 18 months of the end of the leave year in which it was accrued.

Example

You took 2 weeks of annual leave in April and September. You were off sick from October to the following March. You have 2 weeks of statutory leave left and cannot take it before the next holiday year, so you can carry this over into the next leave year. The other 1.6 weeks of leave that you would have taken if you were not unwell will be lost and cannot be carried over.

You will not be paid for leave you have to carry over because you were off sick. You will have 18 months to take this carried-over leave.

10. Term time working and annualised hours

If you're on a term time working arrangement or annualised hours, your weekly hours and salary will include a proportional annual leave entitlement based on your contract hours, weeks worked, and length of service.

11. Fraud awareness

Fraud within the ICB is unacceptable and diverts valuable resources away from patient care. If you have any concerns about the deliberate misapplication of the flexible options outlined in this policy and procedure, you must refer them to the local counter fraud specialist in accordance with the antifraud and bribery policy.

12. Implementation plans and monitoring effectiveness

This policy will be reviewed by a group from staff voice and the unions. It will be made available on the document library with a communication to colleagues to confirm it has been updated.

All POD policies will be included in management training where appropriate.

The POD team will monitor the number issues received in respect of annual leave. Monitoring information, where available, should be analysed and used to review and revise policies and procedures to ensure their continuing effectiveness.

13. Update and review

The policy will be reviewed every 3 years or where there is a major change in annual leave arrangements.

14. Policies referred to in this document

- Anti-fraud and bribery policy
- Grievance and dignity at work policy

Appendix 1: Annual leave entitlement

Weekly basic contracted hours	**Annual leave entitlement less than 5 years' service**	**Annual leave entitlement 5 years' services or more**	**Annual leave entitlement 10 years' service or more**	**Bank or public holiday entitlement** (regardless of length of service)
37.5	202.5	217.5	247.5	60
37	200	214.5	244	59.5
36.5	197	211.5	241	58.5
36	194.5	209	237.5	58
35.5	191.5	206	234.5	57
35	189	203	231	56.
34.5	186.5	200	227.5	55.5
34	183.5	197	224.5	54.5
33.5	181	194.5	221	54
33	178	191.5	218	53
32.5	175.5	188.5	214.5	52
32	173	185.5	211	51.5
31.5	170	182.5	208	50.5
31	167.5	180	204.5	50
30.5	164.5	177	201.5	49
30	162	174	198	48
29.5	159.5	171	194.5	47.5
29	156.5	168	191.5	46.5
28.5	154	165.5	188	46
28	151	162.5	185	45
27.5	148.5	159.5	181.5	44
27	146	156.5	178	43.5
26.5	143	153.5	175	42.5
26	140.5	151	171.5	42
25.5	137.5	148	168.5	41
25	135	145	165	40
24.5	132.5	142	161.5	39.5
24	129.5	139	158.5	38.5
23.5	127	136.5	155	38
23	124	133.5	152	37
22.5	121.5	130.5	148.5	36
22	119	127.5	145	35.5
21.5	116	124.5	142	34.5
21	113.5	122	138.5	34
20.5	110.5	119	135.5	33
20	108	116	132	32
19.5	105.5	113	128.5	31.5
19	102.5	110	125.5	30.5
18.5	100	107.5	122	30
18	97	104.5	119	29
17.5	94.5	101.5	115.5	28

Weekly basic contracted hours	**Annual leave entitlement less than 5 years' service**	**Annual leave entitlement 5 years' services or more**	**Annual leave entitlement 10 years' service or more**	**Bank or public holiday entitlement** (regardless of length of service)
17	92	98.5	112	27.5
16.5	89	95.5	109	26.5
16	86.5	93	105.5	26
15.5	83.5	90	102.5	25
15	81	87	99	24
14.5	78.5	84	95.5	23.5
14	75.5	81	92.5	22.5
13.5	73	78.5	89	22
13	70	75.5	86	21
12.5	67.5	72.5	82.5	20
12	65	69.5	79	19.5
11.5	62	66.5	76	18.5
11	59.5	64	72.5	18
10.5	56.5	61	69.5	17
10	54	58	66	16
9.5	51.5	55	62.5	15.5
9	48.5	52	59.5	14.5
8.5	46	49.5	56	14
8	43	46.5	53	13
7.5	40.5	43.5	49.5	12
7	38	40.5	46	11.5
6.5	35	37.5	43	10.5
6	32.5	35	39.5	10
5.5	29.5	32	36.5	9
5	27	29	33	8
4.5	24.5	26	29.5	7.5
4	21.5	23	26.5	6.5
3.5	19	20.5	23	6
3	16	17.5	20	5
2.5	13.5	14.5	16.5	4
2	11	11.5	13	3.5
1.5	8	8.5	10	2.5
1	5.5	6	6.5	2
0.5	2.5	3	3.5	1

* Bank or public holiday entitlement is rounded up to the nearest half day and based on 8 day

Appendix 2: Application for purchasing additional annual leave

Section 1

To be completed by the colleague requesting additional annual leave.

Name:
Payroll number:
Job title:
Hours worked per week:
Department:
Manager's name:
Start date with the ICB:
How much additional annual leave would you like to purchase?
(Please specify in weeks and hours: maximum = 2 weeks):

If your manager is unable to approve the full request, do you want him or her to consider part of the request?
☐Yes ☐ No

Please note:

1. The booking of additional annual leave will be subject to the usual rules of your department.
2. Where additional annual leave is approved, the cost of any approved leave will be deducted from your salary in
3. monthly instalments over a 12-month period (or less at your request). The deductions will commence in the next
4. available pay period following receipt of the application by the payroll department.
5. The basic hourly rate will be based on your salary as at 1 April of the year in which the leave will be taken

Declaration

I agree for deductions to be made from my salary in 12 monthly instalments for the total cost of my additional annual leave. Payroll will confirm the monthly deductions, in writing, prior to commencement of these deductions.

I also understand that, if I leave the organisation's employment, any outstanding balance will be recovered or refunded as appropriate against my final salary or, if my final salary is insufficient to allow for the whole of such a deduction, I agree to repay the outstanding amount within 1 month of the date of the termination of my employment with the ICB.

Signature of staff member:
Date:

Please forward this form to your manager for consideration of your request.

Section 2: To be completed by the manager

Request fully approved: ☐Yes ☐ No
Request partially approved: ☐Yes ☐No
Please provide details (use separate sheet if necessary)

Request refused: ☐Yes ☐No
Please provide details (use separate sheet if necessary)

Signature of manager:
Date:

Please give a copy of this form to your colleague within 14 calendar days of its receipt and send the signed application form to the POD team at ciosicb.peopleteam@nhs.net who will retain a copy on their personal file.

Date application received:
Date processed:

Date confirmation sent:
POD team signature:

Appendix 3: Calculation illustrating the cost of purchasing additional annual leave

The deduction that will be taken from the colleague's salary each pay period will be taken over 12 monthly instalments (or less if requested by the colleague) and will be calculated as follows:

- 1 week's leave

= weekly contracted hours x the hourly rate as at the 1 April of the financial year in which the leave is to be taken

- 2 week's leave

= 2 x weekly contracted hours x the hourly rate as at the 1 April of the financial year in which the leave is to be taken

Example 1

A colleague is successful in their application to buy 1 weeks additional leave in October 2021. They will be taking this additional leave in February 2022. The colleague's contracted hours are 37.5 per week and their hourly rate, as at 1 April 2015, was £12.50. Deductions from the colleague's pay are calculated as follows:

37.5 hours x £12.50 = £468.75

Payment to be deducted over 12 months, commencing in November 2021 with the final payment being taken in October 2022

Monthly deduction = £468.75 divided by 12 = £39.06 per month.

Example 2

A colleague is successful in their application to buy 2 weeks additional leave in January 2022. They will be taking the additional leave in March 2022. The colleague's contracted hours are 24 per week and their hourly rate, as at 1 April 2015, was £23.75 per hour. Deductions from the colleague's pay are calculated as follows:

48 hours x £23.75 = £1,140.00

Payment to be deducted over 12 months, commencing in February 2022 with the final payment being taken in January 2023

Monthly deduction = £1,140.00 divided by 12 = £95.00 per month.

Appendix 4: Equality impact assessment

Name of policy or service to be assessed: Annual leave policy
Department or section: People and organisational development team
Date of assessment: 23 March 2021
Person(s) responsible for the assessment: Tricia Phillips
Is this a new or existing policy? Existing

Aims, objectives and purpose of the policy

Describe the aims, objectives and purpose of the policy

To provide a uniform and equitable approach to the calculation of annual leave and bank holiday entitlements, which take into account the entitlements and arrangements specified in the agenda for change terms and conditions of service. To provide clear guidance on the opportunity to purchase additional leave.

Who is intended to benefit from this policy, and in what way?

All colleagues of the organisation (except doctors, dentists, and contingent workforce).

What outcomes are wanted from this policy?

To ensure that the ICB has a consistent approach of relevant terms and conditions.

What factors or forces could contribute or detract from the outcomes?

Poor communication and awareness of both colleagues and managers with regards to the application, entitlement and authorisation of annual leave.

Who are the main stakeholders in relation to the policy?

All colleagues employed under agenda for change terms and conditions.

Who implements the policy, and who is responsible for the policy?

POD team and governance.

Differential impacts

Perspective of race, nationality and/or ethnic origin

Does this have a positive or negative impact on black, Asian and minority ethnic (BAME)?
This policy is designed to protect all colleagues and does not impact on any one group of people over another. The decisions to approve annual leave will be determined by business need.

How will any negative impact be mitigated?

Not applicable.

Perspective of sex

Does this have a positive or negative impact on people who identify as male, female or intersex?

This policy is designed to protect all colleagues and does not impact on any one group of people over another. Monitoring will be undertaken to ensure that there is no disproportionate impact on any particular gender. The decision to approve annual leave will be determined by business need, regardless of the gender of the individual submitting the request.

How will any negative impact be mitigated?

Not applicable.

Perspective of disability

What is the positive or negative differential impact on people from the perspective of disability?

This policy is designed to protect all colleagues and it is anticipated that this should not impact on any one group of people over another. Support will be offered to individual colleagues to understand this policy according to their individual circumstances, where this is required. Monitoring of the number of queries raised by colleagues with a disability will be undertaken, to ensure that they are not disproportionately affected. Information will be made available in alternative formats so that colleagues are able to access the policy.

July 2015: The policy now reflects current case law which limits the amount of annual leave that can be carried over into the next leave year where a colleague has been of on long term sick. However, this is countered by the ability for colleagues to “convert” sick leave into annual leave.

Where a colleague has been unable to take their annual leave entitlement because they have been off work on long term sickness, they are entitled to carry over any statutory leave that has not been taken into the next leave year; however, this proposal is limited to only the 4 weeks (pro-rata for part time colleagues) provided by the European legislation rather than the 5.6 weeks (pro-rata for part time colleagues) provided under regulation 13a of the Working Time Regulations. Any such leave carried over must be taken within 18 months of the end of the leave year when the holiday was accrued.

How will any negative impact be mitigated?

Converting sick leave into annual leave.

Perspective of sexual orientation

Does this have a positive or negative impact on people who identify as heterosexual, lesbian, gay, bisexual, pansexual or asexual?

This policy is designed to protect all colleagues and does not impact on any one group of people over another.

How will any negative impact be mitigated?

Not applicable.

Perspective of age

What is the positive or negative differential impact on people from the perspective of age?

This policy is designed to protect all colleagues and does not impact on any one group of people over another.

How will any negative impact be mitigated?

Not applicable.

Perspective of religion or belief

What is the positive or negative differential impact on people from the perspective of religion or belief?

This policy is designed to protect all colleagues and does not impact on any one group of people over another.

How will any negative impact be mitigated?

Not applicable

Perspective of marriage and civil partnership

What is the positive or negative differential impact on people from the perspective of marriage and civil partnership? This is particularly relevant for employment policies.

The policy exists to facilitate and support all colleagues irrespective of their marriage or civil partnership status.

How will any negative impact be mitigated?

Not applicable.

Perspective of gender re-assignment

Does this have a positive or negative impact on people who identify as trans or transgender, non-binary or gender fluid?

The policy exists to facilitate and support all colleagues irrespective of any gender re-assignment or transgender matters.

How will any negative impact be mitigated?

Not applicable.

Perspective of pregnancy and maternity

Does this have a positive or negative impact on people who are pregnant, breast feeding mothers, or those on maternity leave?

This policy is designed to protect all colleagues and does not impact on any one group of people over another and the organisation will actively monitor the use of this policy to ensure that there is no discrimination on the grounds of pregnancy or maternity. The legislative entitlements will apply with regards to time off from work with pay.

How will any negative impact be mitigated?

Not applicable.

Other identified groups

Consider carers, veterans, different socio-economic groups, people living in poverty, area inequality, income, resident status (migrants), people who are homeless or living in unstable accommodation, long-term unemployed, people who are geographically isolated, people who misuse drugs, those who are in stigmatised occupations, people with limited family or social networks, and other groups experiencing disadvantage and barriers to access.

How will any negative impact be mitigated?

Not applicable.

Human rights values

How have the core human rights values of fairness, respect, equality, dignity and autonomy been considered in the formulation of this policy, service or strategy?

The purpose of this policy is to ensure that the ICB has a practical mechanism to treat all colleagues equally and consistently. The core human rights values underpin this policy and in line with the organisation's commitment to equality, diversity and human rights as set out in its equality and diversity policy.

This policy is designed to ensure that a fair system is in place for those colleagues who wish to make an application for discretionary leave, and that any decision is based upon an individual's needs balanced with the needs of the business only. All individuals working for the organisation will be treated fairly, with dignity and respect, whilst acknowledging their right to equality and autonomy whilst undertaking their work.

Which of the human rights articles does this document impact?

☐ To life
☐ Not to be tortured or treated in an inhuman or degrading way
☐ To liberty and security
☐ To a fair trial
☒ To respect for home and family life, and correspondence
☐ To freedom of thought, conscience and religion
☐ To freedom of expression
☐ To freedom of assembly and association
☐ To marry and found a family
☐ Not to be discriminated against in relation to the enjoyment of any of the rights contained in the European Convention
☐ To peaceful enjoyment of possessions

What existing evidence (either presumed or otherwise) do you have for this?

The policy is underpinned by a commitment to protect the rights and individual needs of those individuals who make an application for annual leave.

How will you ensure that those responsible for implementing the policy are aware of the human rights implications and equipped to deal with them?

Through a series of management updates via the staff intranet and guidance and best practice information from POD.

Public Services (Social Value) Act 2012

The ICB is committed and obliged to fulfil the requirements of the Public Services (Social Value) Act 2012. This Act requires the organisations to consider how services commissioned or procured might improve the economic, social and environmental wellbeing of an area.

Please describe how this will support and contribute to the local system, wider system and community.

The policy exists because the ICB encourages colleagues to take their annual leave in even blocks throughout the year, where possible, so that they can enjoy the full benefit of a rest and break away from work.

Describe how the policy contributes towards eliminating discrimination, harassment and victimisation.

It ensures a consistent approach.

Describe how the policy contributes towards advancing equality of opportunity.

It ensures a consistent approach.

Describe how the policy contributes towards promoting good relations between people with protected characteristics.

This policy is designed to protect all colleagues and does not impact on any 1 groups of people over another.

If the differential impacts identified are positive, explain how this policy is legitimate positive action and will improve outcomes, services and/or the working environment for that group of people.

Not applicable.

Explain what amendments have been made to the policy or mitigating actions have been taken, and when they were made.

Not applicable.

Signed (completing officer): Tricia Phillips

Date: 23 March 2021

Signed (head of department or section): Emma Goudge

Date: 23 March 2021

Please ensure that a signed copy of this form is sent to both the corporate governance team with the policy and the equality and diversity lead.