

Staffing Committee

Annual leave carry forward

31 May 2022

In January 2021, recognising that many staff had been both unable to take Annual Leave during the COVID-19 pandemic and had also accrued significant amounts of overtime to be taken as 'time off in lieu' (TOIL), the Board approved the following resolution:

1. that the carry forward provisions for staff annual leave in the Employee Handbook have the following added – 'to allow all untaken annual leave (including bank holidays) as at 31st March 2021 to be carried forward and used before 31st March 2023',
2. that the carry forward provisions for TOIL in the Employee Handbook has the following added – 'that overtime balances outstanding at 31st March 2021 can be carried forward, to be used before 31st March 2023'.

The number of Annual Leave hours carried forward has reduced from 1,605 at 31st March 2021 to 1,151 (153 days) at 31st March 2022, but it is still a high number and we will have problems if everyone tries to use all the leave up before March 2023. The TOIL balance at the end of May 2022 was 109 hours.

It is therefore proposed that the Staffing Committee recommend to the Board that the above provisions be extended to 31st March 2024.

Recommendation

The Staffing Committee recommend to the Board:

1. That the carry forward provisions for staff annual leave in the Employee Handbook have the following added – 'to allow all untaken annual leave (including bank holidays) as at 31st March 2022 to be carried forward and used before 31st March 2024',
2. That the carry forward provisions for TOIL in the Employee Handbook has the following added – 'that overtime balances outstanding at 31st March 2022 can be carried forward, to be used before 31st March 2024'.

Cheryl Gentry
Finance & Administration Manager
30th May 2022