

WEST LOTHIAN COUNCIL

ANNUAL LEAVE ARRANGEMENTS – COVID-19

The Covid-19 pandemic is a challenging and unsettling time for us all. Whether you are still working in the community or working from/staying at home it is important to take a break and make yourself unavailable for work for your own wellbeing. Taking annual leave from the workplace is the best way to do this in these unprecedented times.

It is important that employees look after their wellbeing and make sure that they take sufficient time away from work. To ensure that you have time when you are not available for work, you should aim to take a proportionate amount of annual leave during this period.

In recognition that it may not be either practical or desirable for you to take annual leave during this time, it has been agreed that during the leave year 2020, full time employees who are entitled to six weeks annual leave must utilise a minimum of 10 days by 31 August 2020; employees who are entitled to five weeks annual leave must utilise 8 days over the same period. Part time employees are required to take the pro-rata equivalent.

The Working Time Regulations have been amended so that workers can carry over up to 4 weeks of unused annual leave over 2 years. This change is to allow employees to continue working in the national effort against the coronavirus without losing out on annual leave entitlement.

Employees who are designated as Key Workers will be able to carry over a maximum of 4 weeks unused annual leave, with 2 weeks to be taken in 2021 and 2 weeks in 2022.

Whilst it may still be practical for employees in non key worker roles to take annual leave, it has been agreed that employees in this group will be able to carry over a maximum of 2 weeks unused leave, with 1 week to be taken in 2021 and 1 week in 2022. Decisions to allow more carry over will be made on an exceptional basis following discussion and agreement with the relevant Service Manager.

Your line manager will discuss with you the arrangements for scheduling your annual leave across the remainder of the leave year.

Decisions to allow more carry over leave to be taken in one leave year will also be made on an exceptional basis following discussion and agreement with the relevant Service Manager.

HR Services

May 2020