

GUIDANCE ON THE USE OF 2020 LEAVE CARRY OVER

1. Background

- 1.1 In recognition of the challenges faced by services to continue to deliver essential services, agreement was reached in the early stages of the COVID-19 pandemic, that key workers would be able to carry over a maximum of 4 weeks unused annual leave from 2020, with two weeks to be taken in 2021 and 2 weeks in 2022. All other employees were able to carry over 2 weeks with one week to be taken in 2021 and one week in 2022.
- 1.2 At the start of 2021, services were asked, in consultation with employees, to allocate carried over leave to either the 2021 leave year or the 2022 leave year. The planned transition from the TMS system to the leave module of iTrent meant it was agreed that the allocated leave would not be uploaded to TMS but to iTrent for request and approval through the Employee Self Service (ESS) and Manager Self Service (MSS) functions.

2. Current Position

- 2.1 Delays in the delivery of the iTrent leave module have meant that employees have not yet been able to request the leave carried over from 2020 and allocated to the 2021 leave year through ESS.

3. Guidance on Use and Recording of 2020 Leave

TMS Users

- 3.1 While awaiting the deployment of the iTrent leave module employees can request use of leave carried over from 2020 and allocated to the 2021 leave year on the TMS system by selecting the code: **H2020 – 2020 AL Carryover**
- 3.2 Services can view the amount of carried over leave used by each employee under this code by accessing TMS through supervisor logins, selecting 'Planned Absences' and clicking 'Show Past Absences'. Please note this will only show the correct information if employees have correctly requested any carried over leave using the H2020 – 20 AL Carryover code.

Non TMS Users

- 3.3 Non TMS Users can request use of leave carried over from 2020 and allocated to the 2021 leave year through the normal leave request processes in place in each service.
- 3.4 Any new employees joining the council after 12 October, or any existing employees receiving a new PC or laptop, will be unable to download Silverlight (which is required to access TMS). As a result, even if they would otherwise have been a TMS user, these individuals will need to record any annual leave taken during 2021 manually.
- 3.5 Services will be required to keep a record, as appropriate, of the dates that each employee uses carried over leave.

Deployment of the iTrent Leave Module

- 3.6 The iTrent leave module will be rolled out for use by all employees for the start of the 2022 leave year. Outstanding leave carried over from 2020 and allocated to the 2022 leave year will be uploaded to employee leave records to be requested through ESS along with the normal 2022 leave entitlement.

4. General Guidance

- 4.1 It remains important as COVID restrictions are eased that employees look after their wellbeing and ensure that they take sufficient time away from work. Leave should be taken proportionately throughout the year and in line with the needs of the service.
- 4.2 Line managers should have regular discussions with their teams to identify when employees intend to take annual leave, ensuring adequate service provision and proportionate use of leave throughout the year.
- 4.3 During the 2021 and 2022 leave years, if an employee fails to make timeous requests to use their normal annual leave entitlement during the relevant year, any annual leave not used will be lost and will not be carried forward into the next leave year in accordance with standard procedures. No payment will be made in lieu of holidays not taken. Only in exceptional circumstances and with Head of Service approval will an employee be permitted to carry forward unused annual leave into the next leave year.
- 4.4 Where 2020 carried over leave is allocated to 2021, but the employee is prevented due to work pressures from using the leave it may be possible to re-allocate carried over leave to the 2022 leave year. Re-allocation of leave to 2022 will be subject to the limits of the carry over provision outlined in paragraph 1.1 above. If for example, a key worker has already allocated 2 weeks carry over leave to 2022, there will be no further scope to carry over any unused 2021 allocation. In this case the unused carried over leave will be lost. Only in exceptional circumstances and with Head of Service approval will an employee be permitted to carry forward unused annual leave into the next leave year.
- 4.5 Arrangements for the carry over of leave in respect of employees on long term sickness absence or maternity leave will remain unchanged.
- 4.6 Services should note that carried over leave should not include the EFQM day 2019 which was to be used by 31 December 2020. The LGBF day 2020 should not be included in carried over leave as employees have until 31 December 2021 to use.
- 4.7 Where an employee leaves the council during 2021 or 2022, any outstanding leave allocated to them will be inclusive of unused 2020 carry over leave in accordance with the provisions outlined in paragraphs 1.1 and 4.3. Where, due to the needs of the service, it is not possible to allow an employee to take any outstanding leave prior to their termination date, payment for outstanding leave will be made in the final salary in accordance with standard procedures.