

2022/23 PAY AWARD

GUIDANCE ON APPLICATION OF ADDITIONAL LEAVE DAY - UPDATE

As part of the SJC and Craft pay award packages for 2022/23, it was agreed that all relevant employees should be awarded an additional day of annual leave.

The additional day of annual leave is recurring, therefore employees with less than 5 years' service are now entitled to 26 days annual leave per annum and employees with 5 years' service or more are entitled to 31 days annual leave per annum from the 2022 leave year onward. Entitlement is pro-rata for part-time employees.

The additional day for 2022 can be booked via MyHR using a specific 2022 code.

It has unfortunately not been possible to apply the additional day of leave entitlement for 2023 to the current leave scheme in time for new leave year this month due to availability of external support for set up/testing. Therefore, the additional day for 2023 should be booked in the same way it was for 2022.

Specific arrangements will be made and advised locally for term time workers to take the additional day of leave out with the school holidays.

Itrent will be updated to show the additional day in people's leave balances for the next leave year starting 1 January 2024.

Note - All bought leave for 2023 will be uploaded to leave records by HR Services. Managers are responsible for applying any cases of carried forward leave, which should be by exception.

Eligibility

- All employees in post on 1 April 2022, regardless of status, will be eligible for the 2022 additional day of leave.
- Employees who started after 1 April 2022 will receive a pro-rata entitlement to the 2022 additional day of leave.
- Part-time employees will receive a pro-rata entitlement to the additional leave awarded via codes for 2022 and 2023.
- Employees who start or leave during the relevant leave year will receive a pro-rata entitlement to the additional leave awarded via codes for 2022 and 2023.

Taking the leave

- As agreement of the pay award was delayed, employees will be able to take the additional day of annual leave for 2022 up until 31 March 2023. The 2023 day must be taken by 31 December 2023. No equivalent financial compensation will be paid if the leave is not taken.
- Leave days for 2022 and 2023 should be booked on iTrent employee self-service using the codes:

- Paid – Pay Award Additional Holiday 2022; and
- Paid – Pay Award Additional Holiday 2023.
- Codes can be found under ‘other paid leave’ and must only be used once. Further guidance on booking leave can be found in section 4 of the [MyHR Annual Leave Guide](#).
- TMS users will be required to amend their flexi record for the day on which the additional leave is taken by entering the code ‘MyHR-Other’ to account for their absence on that day.

Managing the leave

- Services are asked to manage the additional leave using the same principles as with all leave when considering cover and practical arrangements.
- Managers are responsible for ensuring that the following groups of employees receive a pro-rata entitlement to the 2022 and 2023 leave:
 - employees who started after 1 April 2022;
 - part-time employees; and
 - employees who leave part way through a leave year.

A [calculator](#) has been prepared to assist you.

Human Resources
Updated 11 January 2023