

Staff Briefing

Planning annual leave and changes to purchased annual leave



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Planning annual leave for 2020

As part of our duty of care and our health and safety commitment to you it is important that everyone takes a break from work and talks to their line manager about when they can take annual leave, taking into consideration the demands of the service.

This applies to everyone either currently leaving home to go to work, working at home or not able to undertake work at this time, unless you are on sick leave or maternity leave where normal arrangements apply.

Many people are requesting and taking proportionate levels of annual leave during this period as normal and as clarified in the original Annual Leave guidance. As many of you are currently in roles where the demands of your job don't affect your ability to take annual leave there will not be a need for many staff to carry forward annual leave.

Updated UK legislation and UK government guidance requires employers to do everything reasonably practicable to ensure that staff are able to take as much of their leave as possible in the year to which it relates. To make sure that we are meeting this requirement, unless you are in an area where your manager explicitly asks you to restrict your leave due to service requirements, your manager will offer you appropriate annual leave for this year, taking into account as usual your leave requests if these are submitted. This means that everyone should be able to plan a break and managers can plan service delivery to avoid any difficulties with excessive leave requests later this year.

If you are offered the opportunity to take annual leave and decide not to accept this, then this leave will not be carried forward to the 2021 holiday year. Availability of Annual Leave will be explicitly communicated to you by your manager and all reasonable efforts made to match individual preferences with availability, but as ever this will be in line with the needs of the service.

The option to carry forward up to 20 days (or pro rata equivalent) to the next two year leave periods will be granted where the service has requested you to agree to carry over due to COVID-19. This request will be made to you on an individual or section basis in order that all employees are clear of their own position and managers have been asked to confirm this at a Service level.

We are committed to ensuring that you have every possible opportunity to agree your leave arrangements with your manager in line with the needs of the service.

Changes to purchased annual leave

If you purchased annual leave you can now cancel this arrangement and get a refund or carry forward this leave, if you want to. This new arrangement recognises the fact that your circumstances may have changed due to this pandemic.

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If you wish to keep your purchased leave, then you don't need to take any further action. The availability to purchase leave remains and new requests should be submitted following the existing process.

Cancelling purchased annual leave

If you have not used any of your purchased annual leave then you can request for the full balance to be cancelled. If you have already used some of your purchased annual leave then you can only cancel what's left and cost of your remaining purchased leave will be refunded.

CBS will arrange for the refund via your salary payment and this will be visible on your payslip.

This may take up to four weeks to process. All refunds will be based on the original value you purchased at the time your request was processed.

Extending your purchased annual leave

You also have the option to extend the balance on your purchased annual leave. If you choose this option CBS will continue with the deduction of your payments and will amend your leave quota to show that this leave can be used by 31 December 2021.

How to submit your request

Send your request to your line manager for approval. In the request you should include your name and employee number if you do not have your employee number please include your national insurance number and stipulate what change you wish to make either a refund or an extension of purchase annual leave.

Managers can submit the request to CBS as follows:

1. If you have access to Pulse send requests to CBS Payroll using the categories below.

Home	Search	Add Request	Password	Reports	Development	Log Off
Process Area:	CBS Employee Service Centre ▼					
Request Category:	Support ▼					
Request Type:	Payroll Support ▼					
Request Sub-Type:	PAL Approved ▼					

2. Managers without Pulse access should send approved requests by email to CBSservicehr@glasgow.gov.uk