

Departmental Annual Leave Protocol – Theatres Department

Department: Theatres
Approved by: Theatres Directorate Governance
Date of Approval: 19 th June 2024
Review Date: 19 th June 2027 This is the most current document and should be used until a revised version is in place
Target Organisation: Worcestershire Acute Hospitals NHS Trust
Target Staff Categories: Theatre Staff

Key Amendments

Date	Amendment	Approved by
April 2024	Document extended for 3 months whilst under review	Stuart Coleman
June 2024	Document reviewed & the notice period for requesting leave has been altered to align with e-roster.	Theatre and Anaesthetic Governance Meeting 19.6.24

This protocol sets out process and rules on booking leave from work. The protocol is written in line with the Trust Leave and Pay policy, Trust’s Staff Health, Wellbeing and Sickness Absence Policy and Policy for the Management of Duty Rosters which can be accessed via the Trust intranet pages.

This protocol applies to all staff who work within the Theatres Departments across the Worcestershire Acute Hospitals NHS Trust.

The Trust’s annual leave year runs from April to March.

Booking leave

Employees must give notice of their request to take leave. Applications should be sent to their immediate line manager via Employee On Line (EOL or the Me App). Where the immediate line manager is absent for an extended period from work, the next level manager should be approached.

In order to ensure the appropriate cover arrangements, each theatre department will have no more than 13-17 % of the workforce on leave at any one time.

Annual leave must be planned and taken at regular intervals throughout the year to support staff rest and recuperation.

The following notice periods apply to employees when requesting leave are as follows:

- Employees must give 12 weeks’ notice of their request to take leave. This is aligned with e-roster.

Clearly there will be exceptions however the granting of such requests will depend on whether or not appropriate arrangement can be made to cover service needs. Emergency or urgent leave is at the discretion of the management in discussion with the staff member.

Approval of Leave

The line manager and or online holiday request system will notify the employee to confirm whether their request has been granted.

Staff should not make any firm travel or accommodation arrangements etc until they have received confirmation that their request for leave has been granted. There may be circumstances where the Department cannot grant the request, such as operational/staffing requirements.

There may be more requests than usual for leave that coincide with school holidays/half terms, due to the number of employees with children of school age. The department will make every effort to accept as many of these requests as possible, but has to have regard to its operations and ensuring there is sufficient cover for all work to be undertaken, considerations which sometimes need to take priority over granting all these types of requests.

All leave must be pre-authorized by the Department. Taking leave without authorisation will be considered a conduct matter in accordance with the Trust Disciplinary Policy, Procedure and Guidance.

Holidays and sickness

If an employee falls sick whilst on annual leave, and where a self certificate or GP Fit Note/certificate is provided in accordance with the Trust's Staff Health, Wellbeing and Sickness Absence Policy, the period covered will be treated as sick leave, allowing the employee to take the annual leave another time.

Annual leave is an important part of work life balance. It is up to the individual to ensure that their annual leave is planned and taken at regular intervals throughout the leave year. The good management of annual leave by the employee and manager is essential for the health/wellbeing and safety of the individual, and for the effective operation of the Trust.

SC/RP June 2024
Approved 19/06/24 Theatre and Anaesthesia governance