



## **APPENDIX 1 – ANNUAL LEAVE GUIDANCE**

### **DEPARTMENTAL PROTOCOL ON ANNUAL LEAVE**

Should be agreed in consideration of ensuring work life balance, equity and in accordance with Flexible working principles.

1. In order to ensure the appropriate cover arrangements, there will be no more than (x number) of people on leave at any one time.

2. The following pairing arrangements should be used: Colleagues X & Y

Colleagues Z & W Colleagues M, N, O & P

Only one of the pair should be on leave at any one time. Any exception to this should be agreed with (line manager) in order to ensure smooth running and planning of work load.

3. Annual leave should be booked at least (time period i.e. one month) in advance.

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.