



APPENDIX 6: ANNUAL LEAVE GUIDANCE
APPLICATION FOR TAKING A PERIOD OF ANNUAL LEAVE DURING A SICKNESS ABSENCE

LEAVE YEAR FROM 1ST APRIL: TO: 31st March

All Colleagues are able to take a period of annual leave during a period of sickness absence and will receive payment for annual leave during this period. This would be for employees that have gone into half or nil sick pay. Colleagues are reminded that only Statutory Annual Leave (a maximum of 20 days' pro rata - minus any annual leave already taken), can be carried over into the following leave year due to sickness.

Please ensure that no annual leave is recorded on the roster during a sickness period as the sickness record should not be broken. Annual leave will be paid as per below and the sickness entitlement reduced to this number of hours.

Last Name		Ward/Department	
First Name		Directorate	
Assignment Number		Site	
Normal hours of work			
Number of Annual Leave Hours requested to be taken.			
Any additional Information: -			
Normal pattern of work:	Days / Shifts / Nights* (*please delete)		
Signed:		Date:	

LINE MANAGER'S APPROVAL

Application Approved YES / NO* (*please delete)	
Signature:	Date:
Name in block capitals:	Designation:

Approved applications should be forwarded to Workforce Information, HR Department, First Floor, Kings Court, WRH email: wah-tr.workforceinformation@nhs.net

PLEASE RETAIN A COPY ON THE PERSONAL FILE