

## Annual Leave in Maternity

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| <b>Approved by</b>   | <b>MGM</b>  |
| <b>Date of Approval</b>  |   |
| <b>Date of next review</b><br>This is the most current document and is to be used until a revised version is available |   |

### Aim and scope of Standard Operating Procedure

To outline the annual leave approval process in maternity.

### Target Staff Categories

All AfC Staff working within Maternity at WAHT.

### Key amendments to this Standard Operating Procedure

| <b>Date</b>             | <b>Amendment</b> | <b>Approved by:</b> |
|-------------------------|------------------|---------------------|
| 20 <sup>th</sup> Dec 24 | New Document     | MGM                 |

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## Introduction

Annual Leave is an important part of work life balance, but good management of leave by the individual and the manager is essential. This protocol sets out rules alongside the Trust leave and pay policy that applies to staff working within the Maternity departments across Worcestershire Acute Hospitals NHS Trust.

Staff Health, Wellbeing and Sickness Absence Policy is included within leave and pay and can be accessed via the Trust intranet pages or the below link:

[Leave and Pay Policy](#)

The E-rostering Policy can also be found here:

[Policy for the Management of Duty Rosters](#)

## Requesting Leave

All staff must give notice of their request to take leave. Applications should be sent to their immediate line manager via Employee Online (TBA). Where the immediate line manager is unavailable for an extended period, the next level manager should be approached.

- To ensure that the appropriate level of cover is in place there will be an agreed percentage of leave that can be taken at any one time. This percentage may vary between teams and areas due to numbers of staff.
- Annual leave funded allocation is 16%, however if the teams are small, and this does not equate to at least 1.0 WTE, it should not be more than 1 member of staff off at any one time.
- For the respective teams Eroster will show the percentage of staff that have been allocated annual leave and will have been configured by area.
- Annual leave must be planned and taken at regular intervals and spread evenly across the year to support good health and wellbeing and allow all staff to have access to fair time off. (15-35% per quarter)
- Extended annual leave (greater than 2 weeks) must be requested in writing to your line manager and will be considered on a case-by-case basis.
- Staff should give 12 weeks' notice of their requests to take annual leave. This is aligned with e-roster.
- Clearly there will be exceptions to the above, however granting of such requests will depend on whether appropriate arrangements can be made to cover service needs. Service needs may not always be determinable prior to the annual leave.
- Emergency or urgent leave is at the discretion of the management in discussion with the staff member.

## Approval of Leave

The line manager or online holiday request system will notify the employee and confirm whether their request has been granted. If the annual leave is confirmed by the online system this will be automatically added to Eroster.

- Staff should not make any firm travel, or accommodation plans etc. until they have received confirmation that the leave has been granted. There may be circumstances where the Department cannot grant the request.
- School holidays/half terms always prompt higher requests for annual leave due to the number of staff with school age children. The department will make every effort to grant requests wherever possible but must have regard to its operations and ensure the safety of the unit with appropriate staffing. These may take priority over granting of annual leave requests.

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

### **Key Dates**

Annual leave cannot generally be requested over key holiday times, shifts across Christmas and New year weeks will be allocated as fairly as possible to ensure all staff have the opportunity for 'family time' equally, and previous years off duty will often be considered. Some departments are automatically rostered off for Bank Holidays as they are closed to appointments, these days are automatically taken from any annual leave entitlement.

### **Holidays and Sickness**

If an employee falls sick during annual leave, and where a self-certificate or GP Fit Note is provided – in accordance with the Trusts Staff Health, Wellbeing and Sickness Absence policy, the period covered will be treated as sick leave, any relevant annual leave days will be available to take at another time.