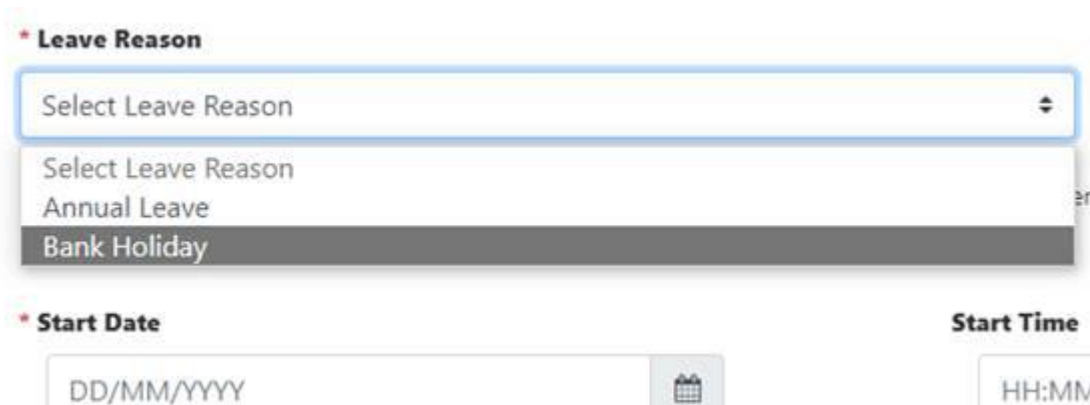


This includes important information for members of staff who are covered by Agenda for Change. Please ensure this information is shared within your team.

Annual leave and bank holiday are separate leave elements types. The correct element type must be selected when requesting either bank holiday or annual leave days. The element type affects the average pay element, which replaced WTD payment types from 1 April 2022. Bank holiday days are not included on the average pay element.

- **For areas using the electronic staff record (ESR):** when requesting leave, under the “Leave Reason” drop-down list, please select ‘Bank Holiday’.



The screenshot shows a form section titled "Leave Reason" with a dropdown menu. The dropdown is open, showing three options: "Select Leave Reason", "Annual Leave", and "Bank Holiday". The "Bank Holiday" option is highlighted in grey. Below the dropdown, there are fields for "Start Date" (format DD/MM/YYYY) and "Start Time" (format HH:MM).

- **For areas using Healthroster/Employee online:** Under the “Reason” drop-down list, please select “Bank Holiday”.

Request Leave Form

- Full day(s) Partial day

From
28 Aug 2022

Number of days
1 **Set**

End date
Sun, 28 Aug 2022

Reason:
Bank Holiday

Submit Leave Request

For the current leave year (2022/23), bank holiday entitlement is nine days (for new starters, please refer them to the welcome information provided by HR). It is recommended that **members of staff who never work bank holidays** book this time off in its entirety at the start of the financial year or the start of their employment so that it is on the system.

If a member of staff has already taken April, May or June bank holidays using normal annual leave instead of bank holidays, please ensure they take upcoming leave using the bank holiday option, so a total of nine days of bank holiday leave are used during the current

leave year 2022/23 (new starters and leavers will have different bank holiday entitlements). If any upcoming bank holiday days have been recorded as annual leave, please change the leave reason to bank holiday leave.

For members of staff who work on bank holidays, the bank holiday leave needs to be taken at a later date. This amount should still total nine bank holiday days during the current leave year 2022/23.

For part-time members of staff, please refer to section 4, of the Bank Holiday part of the Annual Leave Policy. Please see below for examples regarding part-time hours:

- **Example 1:** An employee works 30 hours a week over five days (working six hours a day). For bank holidays, the employee would need to book off six hours for each bank holiday day. If the employee worked on the bank holiday they would have six hours of bank holiday leave to take at another time.
- **Example 2:** An employee worked 30 hours a week over four days (working 7.5 hours a day), with a regular working pattern of Monday to Thursday. For a bank holiday Monday, the employee would book off 7.5 hours of bank holiday leave. On a bank holiday Friday, the employee would have six hours of bank holiday leave to take at another time.

For **sickness during annual leave or bank holiday** – please refer to section 8, Employee who are sick during annual leave, on Annual Leave Policy.

For managers approving leave, please ensure the bank holiday leave type is selected before approving the leave request. Additionally, please be aware that any missing annual leave or bank holiday can affect average pay, so please ensure the episodes are recorded in a timely fashion.

For more information, please refer to the [Annual Leave Policy](#).

For ESR bank holiday and annual leave enquires: Please contact workforce.information@wsh.nhs.uk.

For Healthroster bank holiday and annual leave enquires, please contact Health.roster@wsh.nhs.uk.