# HR Department

## Accural of Leave on Additional Hours

# Accrual of Leave on Additional Hours

From the 1st August there will be changes to the way annual leave is accrued on additional hours worked.

**This means that leave entitlement will be provided for all workers as follows:**

* Leave will accrue on additional hours worked and must be recorded and requested in line with the council’s ready reckoner.
* Leave cannot be requested at a time when the individual would normally be working in their substantive position.
* Leave cannot be requested at a time when an individual would be undertaking additional hours.
* Where leave is requested this will be recorded on timesheets and leave hours will be paid in the normal way and the individual will be shown as on leave.
* Individuals must liaise with their manager(s) in order to ensure there is no disruption to service.
* Leave will not be accrued on hours worked over 37 per week. This means that where contracted hours and additional hours exceed 37 per week, additional leave will not be accrued on any hours worked over this amount.
* Where additional hours are worked against another position (e.g. in order to provide relief cover in another post) this must be as part of a Casual Worker Agreement. In such circumstances leave will be on statutory basis only (28 days Inc. bank holidays) and leave will be calculated as such.

# A ready reckoner which will assist with calculations of additional annual leave accrual is available on in touch.