

Annual Leave Conversion Fact Sheet

What is the inconsistent approach?

Both Dr A and B are consultants, in the same speciality, with the same experience working 10 PAs on the same salary. They are both entitled to 6 weeks and 2 days annual leave as per Schedule 18 of the consultant contract.

Dr A takes 10 weeks whilst Dr B takes only 6 weeks

Dr A - Works a set rota, mainly nights. Unsocial hours are classed as between 7pm and 7am and therefore, other than their SPA's all are paid at a premium of 3 Hours for 4 Hours. They does not work Thurs, Fri, Sat or Sun.

Dr B - Works a set rota, none of which are classed as unsocial. Dr B has Sat and Sun as days off.

Day	Category	Start Time	Finish Time	Worked Hours	Paid Hours	PA's
Monday	SPA	17:00	19:00	2.00	2.00	0.50
Monday	DCC	19:00	06:30	11.50	15.33	3.83
Tuesday	DCC	19:00	06:00	11.00	14.67	3.67
Wednesday	SPA	08:00	16:00	8.00	8.00	2.00
Thursday	Day Off					
Friday						
Saturday						
Sunday						
Total				32.50	40.00	10.00

Breakdown

DCC	7.5
SPA	2.5
Total	10.00

Day	Category	Start Time	Finish Time	Worked Hours	Paid Hours	PA's
Monday	SPA	08:00	12:00	4.00	4.00	1.00
Monday	DCC	12:00	16:00	4.00	4.00	1.00
Tuesday	DCC	08:00	16:00	8.00	8.00	2.00
Wednesday	DCC	08:00	16:00	8.00	8.00	2.00
Thursday	DCC	08:00	14:00	6.00	6.00	1.50
Thursday	SPA	14:00	16:00	2.00	2.00	0.50
Friday	SPA	08:00	12:00	4.00	4.00	1.00
Friday	DCC	12:00	16:00	4.00	4.00	1.00
Saturday	Day off					
Sunday						
Total				40.00	40.00	10.00

Breakdown

DCC	7.5
SPA	2.5
Total	10.00

The result of the previous approach

Previously the trust calculated leave in days so for 6 weeks and two days this would equal to – 32 days leave

Dr A – Works 3 days per week, so, if he took 3 days each week, Dr A would get 32 days of leave, but this would equate to 10.6 weeks of time away from the Trust

Dr B – Works 5 days per week, so, if she took 5 days each week, Dr B would get 32 days of leave, but this would equate to 6.4 weeks of time away from the Trust

Number of weeks off - Travelling	Days
Week 1	3.0
Week 2	3.0
Week 3	3.0
Week 4	3.0
Week 5	3.0
Week 6	3.0
Week 7	3.0
Week 8	3.0
Week 9	3.0
Week 10	3.0
Week 11	2.0
Total	32.00

Number of weeks off - Travelling	Days
Week 1	5.0
Week 2	5.0
Week 3	5.0
Week 4	5.0
Week 5	5.0
Week 6	5.0
Week 7	2.0
Total	32.00

The Calculation

The calculation of leave will be based on what each individual is paid and will follow the below process.

Updated monthly with payroll figures	PA for prospectively covered work	Prospective PA subtracted from Paid PA	Multiplied by 4	Divided by 5		Daily Hours multiplied by WTE	Hour entitlement divided by Weekly hours worked
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Paid PA	Prospective Cover	PA's subject to leave	Weekly Leave Allocation	Daily hours	Annual Leave Entitlement (WTE) Days	Annual Leave Entitlement Hours	Annual Leave Entitlement Weeks
12.00	2.00	10.00	40.00	8.00	32.00	256.00	6.40
10.00	0.00	10.00	40.00	8.00	32.00	256.00	6.40
14.00	2.00	12.00	48.00	9.60	34.00	326.40	6.80
12.00	2.00	10.00	40.00	8.00	34.00	272.00	6.80
13.50	2.00	11.50	46.00	9.20	34.00	312.80	6.80

From the above examples you can see the differences between each individual's entitlements. Example 1 and 2 highlight that there is no difference in allowance if someone participates in any prospectively covered work. Whereas example 3 and 4 show the difference in entitlement if an individual is eligible to more than 6 weeks and 2 days. Example 4 also highlights when an individual is paid more they receive more hours leave however this is due to them having to take more leave for one day's work.

How will leave be taken?

Each individual medic at the trust will have an annual leave calculator created based on their individual job plans. What they work on set days will then be defaulted into medic online.

Below is two examples of a 12PA job plan (2 of which relate to prospectively covered on-call) and how they might differ according to individual job plans.

Paid PA's	12.00
On-Call Pas	2.00
PA Subject to Annual Leave	10.00
Weekly Hours	40.00

Day	Start	Finish	Break	Unsocial Hours - Formula	Break	Total Hours Worked	PA's	Paid Hours	Paid Days	Adjusted Hours
Monday	09:00	17:30	Yes	3	00:30	08:00	2.00	08:00	0.83	08:00
Tuesday	09:00	17:30	Yes	3	00:30	08:00	2.00	08:00	0.83	08:00
Wednesday	09:00	17:30	Yes	3	00:30	08:00	2.00	08:00	0.83	08:00
Thursday	09:00	17:30	Yes	3	00:30	08:00	2.00	08:00	0.83	08:00
Friday	09:00	17:30	Yes	3	00:30	08:00	2.00	08:00	0.83	08:00

Monday	20:00	08:00	Yes	3	00:30	11:30	3.75	15:00	1.56	15:00
Tuesday			Yes	3	00:30	00:00	-	00:00	-	00:00
Wednesday	08:30	17:00	Yes	3	00:30	08:00	2.00	08:00	0.83	08:00
Thursday	08:30	17:30	Yes	3	00:30	08:30	2.13	08:30	0.89	08:30
Friday	08:00	17:00	Yes	3	00:30	08:30	2.13	08:30	0.89	08:30

It is important to note the difference between hours worked and paid hours – since leave is based on paid hours this is what will be taken from the entitlement.

Frequently Asked Questions

1. How have my hours been calculated?

Your hours are based on what you are paid. If there is any change to the amount you are paid it will be calculated and adjusted and pro-rata accordingly.

2. What happens if my job plan changes?

If your job plan changes your calculator will be amended and medic online will be adjusted to reflect this from the agreed date.

3. If I carry over 5 days leave from last year to this year how many hours are you going to give me?

This is dependent on every individual case.

“Subject to the exigencies of the service up to 5 days annual leave may be carried forward on application and taken in the ensuing leave year”

Please note that for leave to be carried over it should be applied and signed off at executive level.

4. I don't agree with my calculation and/or job plan who do I discuss with?

This is dependent on your query.

- Any discussions regarding your job plan should be discussed with your directorate manager.
- For queries around calculations the medical staffing team and the FIT can support.

5. How will Medic Online calculate how many hours I take per day's leave?

This will be dependent on your job plan, if you work a set pattern each week this will be included within the system; if you work on a higher pattern such as an 8 week rota the relevant medical staffing coordinator will review which week you are working and deduct the relevant hours.

6. What about my ADHOC activities?

With activities that are ADHOC and can take place any time of the week, these will only be considered when taking a full week off leave.

7. I have SPA at weekends. Will I have to take leave then?

Yes, leave should be equally divided between different work activities. If a full weeks is to be taken as leave the weekend will be expected to be leave as well.

8. What if my signed off job plan is more than I get paid?

In this case your calculator will be adjusted to match what you are paid, we assume that the work you currently do over and above your pay is discretionary and will be stood down.

9. I work on a rota pattern with some weeks more intense than others, what annual leave do I take for different weeks?

Your calculator will reflect this working pattern and will take the amount of leave you were due to work in that week; for example one week may equate to 50 hours, whilst the next equates to 30 hours.

10. I work unsociable hours as part of my job plan, how does this impact on my leave?

Your calculation is based on the hours paid not hours worked. For every 01:00 you work unsociable 01:20 will be deducted in line with your pay.

11. I have PA's for a lead role, how is this calculated?

If this role has dedicated time in your job plan it will be taken from there however if it is ADHOC it will be only taken when a full week's leave is requested.

12. How does this affect my bank holiday entitlement?

In line with terms and conditions this is a separate entitlement from your annual leave. To request a lieu day simply request via medic online under "other leave".

13. What do I do if I am supposed to work an on-call shift and want this off?

If you are paid to prospectively cover your on-call you will simply swap the shift and take your normal activity day off.

14. Allocate says I have taken a day's leave when I have taken half a day. What should I do?

Contact your nominated medical staffing person who can adjust the system and correct where necessary.