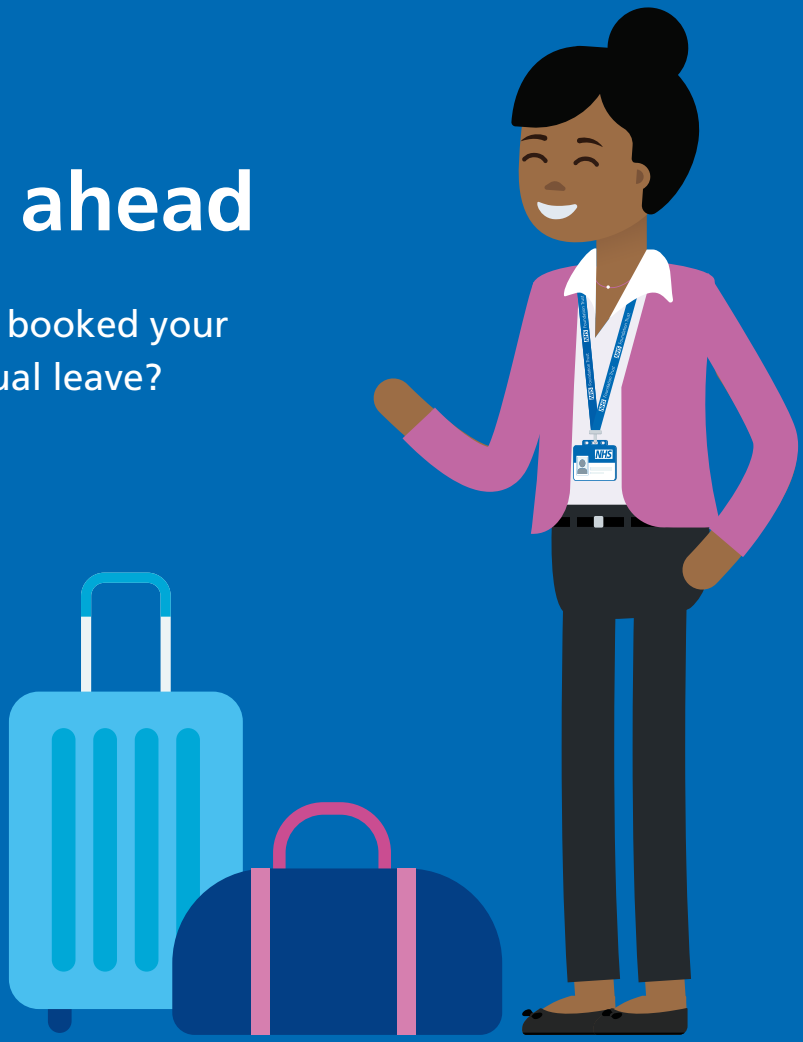
NHS Professionals

Plan ahead

Have you booked your paid annual leave?



Everything you need to know about booking annual leave.

Booking paid annual leave with NHSP is simple.



To view how many hours you have accrued and to book annual leave, simply log onto our **Holiday Booking system**, or access it directly from **My:*Bank***.

- **For every hour you work** you will build annual leave.
- **The start of your annual leave year** depends when you work your first shift with NHSP.
- When you book annual leave, **you cannot also book a working shift at the same time**, as the overlap will mean you **will not get paid for one of the bookings.**
- You can only book paid annual leave if the hours you have earned is **equal to or greater than your average shift length (see Q4).**
- With any booked annual leave **the system will automatically authorise and release the timesheet for payment**, and you will be paid in the same way as normal bank shifts.



Book it before it expires!

If you don't use all the hours you've earned through working bank shifts before your annual leave year ends, you will lose it. Make sure you take the hours you're entitled to before it expires.

Everything you need to know about booking **annual leave** with NHSP.



1. How do I view and book annual leave?

To view and book paid annual leave, simply log onto the **Holiday Booking system**, or access it directly from **My:*Bank***.

Your username and password for the holiday booking system will be the same as the one you use to login to My:Bank.

2. How much paid annual leave am I entitled to?

The standard rate of annual leave accrual for all bank members is 12.07% of the hours worked. This is worked out to allow you to earn up to 28 days (5.6 weeks) annual leave in a year (46.4 weeks) based on a full-time week of 37.5 hours.

If you work less than the full-time hours, you will still accrue annual leave at 12.07% of the hours worked.

With the Agency Worker Regulations (AWR) status you will be entitled to accrue leave at an enhanced rate and can earn up to 35 days a year (see Q13 for AWR status).

3. When does my annual leave year start and end?

Each bank member will have a personalised annual leave start and end date.

The start of your holiday year depends when you work your first shift with NHSP. For example, if you joined NHSP on 05/03/19, but booked your first shift on 01/04/19, your annual leave year will start from 01/04/19 and will end 12 months later on 31/03/20.

More information on this can be found in the Section 10 of the new Flexible Worker registration document.

4. How much annual leave can I take at any one time?

There is no limit to how much leave you can take at any given time. However, you can only book annual leave if the hours you have earned is equal to or greater than your average shift length.

For example, if you have earnt 3.21 hours and your average shift length is 6 hours, you can only book a holiday shift once your earnt hours reaches 6 hours or more.

5. When can I take annual leave?

You can book leave at any time, there are no restrictions on the day and times.

Annual leave can be booked up to 1 (one) hour before the desired leave period start time.

6. How will I be paid for annual leave taken?

When you book annual leave through the Holiday Booking system, it will **automatically authorise and release the timesheet for payment**, and you will be paid in the same way as your bank shifts. This will show on your payslip as 'Rest Day'.

7. When will my annual leave entitlement be updated following timesheet release?

Your annual leave entitlement will be updated within a day from when you release a timesheet on your profile on My:*Bank*.

8. Can I cancel my annual leave if I accept to work a shift at short notice?

Yes. You can cancel booked leave up to 1 hour before your leave is due to end. For example, if your booked leave was due to end at 17:00 today, you'll have until 16:00 to cancel your leave.

9. Can I carry any annual leave forward into the next annual leave year?

If you don't use all the hours you have earned before your annual leave year ends, **you will lose it**, so please remember to use all the hours you have earned before it expires.

10. My annual leave year is due to expire, what happens to the hours I have earned?

Within one month of when your annual leave hours are due to expire, the Holiday Booking system will allow you to book leave that is shorter than your average shift length.

When you attempt to book annual leave, a box will appear with the number of hours due before your end date. Simply tick the box and submit the hours for your chosen date.

11. Why do I have a second expiry date on my Holiday Booking profile?

Annual leave earned in month 12 (final month) of your personalised annual leave year can be carried forward into the first month of your next annual leave year, providing your timesheet is released.

However, you will need to use any leave earned in month 12 by the end of the first month of your new annual leave year, hence the second expiry date.

12. Why hasn't my released shift accrued any annual leave?

There are three reasons why you may not have accrued any leave against shifts:

- You haven't released your shift within 12 weeks of the shift date. In line with the Registration Document all leave must be released within 12 weeks of the shift date.
- You have worked more than 37.5 hours within a week. You can only accrue annual leave against the first 37.5 hours worked in a week. Anything over 37.5 hours will no longer accrue annual leave as this would mean you are going over the standard rate of annual leave accruals (see Q2).
- You have worked an On-Call shift. On-Call shifts are considered Non-Standard shifts and due to this you will not accrue leave against this shift type.

13. What does AWR mean?

AWR stands for Agency Worker Regulations, this is where an individual has worked at the same Trust under the same assignment code for 12 or more weeks.

If this applies to you, the status on your My:*Bank* profile will automatically be updated with a 'Yes' under the AWR heading. This will mean you will be entitled to accrue annual leave at an enhanced rate.

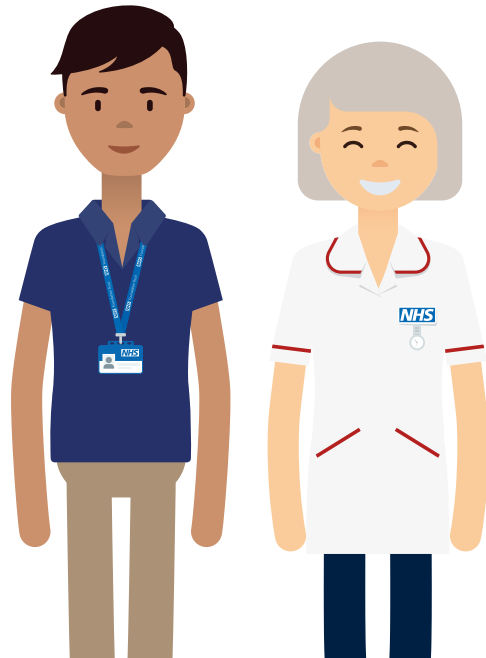
14. Why has my AWR status changed from Yes to No?

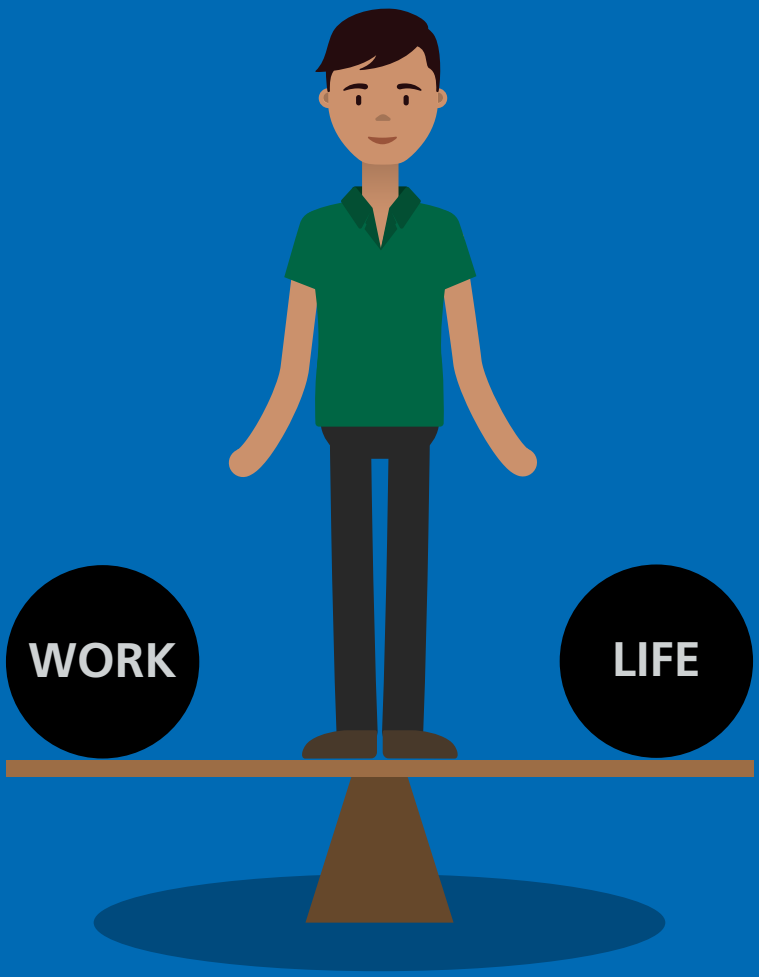
Your AWR will reset to 'No' if you do the following:

- Work a series of shifts under more than one assignment code.
- Have a break of 6 weeks or more between shifts.
- Work shifts at a different trust.

15. What is a calculation reference period?

Your annual leave is calculated based on your average shift length and pay rate over the previous 12 weeks of work, known as a 'calculation reference period'. If you have not worked 12 weeks, the annual leave available to take will be based on the average shift length and pay rate over the period that you have worked until then.





Still have questions about your annual leave?

For any holiday enquires please email holidaypay@nhsprofessionals.nhs.uk with full details of your enquiry including your full name and date of birth so that we can better answer your enquiry.