

NHS ELECTRONIC STAFF RECORD

ESR-NHS0199 ANNUAL LEAVE GUIDANCE

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1. DOCUMENT CONTROL

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1.3. DISTRIBUTION

Copy No.	Name	Location
1	Library Master	Programme Library
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3. INTRODUCTION

Annual leave can be recorded using either Professional Forms or Self Service functionality in ESR. Professional Forms can be used to record annual leave where the process is managed centrally. However, the full benefits of absence recording are achieved when both the employee and their supervisor/manager use ESR self-service functionality to process requests for annual leave in real time.

This Guide provides the following information:

- Attaching the appropriate accrual plan for the employee based on their Terms & Conditions
- Annual Leave Accrual by Days
- How each Accrual plan works, including their calculations and 'rules'
- Overriding the default calculations to suit local rules
- Creating a Local Accrual Plan
- Attaching Accrual Plans using the Concurrent Processes available
- Viewing and Creating Annual Leave in Employee Self Service

Key considerations when rolling out Self Service and recording annual leave:

- Links to 3rd Party Time and Attendance systems
- Buying and Selling Annual Leave
- Reports
- AFC Average Pay
- Local Policies may need to be amended

4. ACCRUAL PLANS

An accrual plan holds annual leave entitlement based on the national rules per year of service. The details are held on a corresponding Generic Rate Retrieval Table. This table is viewable via the Payroll Administration URP.

An accrual plan must be attached to each assignment for the employee prior to annual leave being entered. Up to a maximum of five accrual plans are available, including localised versions. Local Accrual Plans can be set up in the Generic Rate Retrieval Table using your Local Scheme via the Payroll Super Administration URP.

ESR will display the entitlement together with the start and end dates used in the calculation of the entitlement on the Accruals form. This is available in Professional Forms and Self Service. It will also display the Net and Gross entitlement and, whether or not the value includes Bank Holidays (hours based plans) or Statutory Days (days based plans).

4.1. VIEW ACCRUALS IN PROFESSIONAL FORMS

View in Professional Forms via Absence URP.

Name: Annual Leave Hours 1 NHS
 Accrual Category: Vacation

Dates:
 Entitlement Calculation: 01-APR-2021 - 31-MAR-2022
 Last Accrual: 31-MAR-2022

Net Entitlement: 247.5
 Include Bank Holidays: No
 Add 2 Statutory Days:

Element Name	Input Value Name	Total Entitlements	Units	Effect On Net
Annual Leave Hours 1 NHS	Accrual Plan	247.5	Hours	Add
Annual Leave Hours 1 NHS Carr	Plan Hours	0	Hours	Add
Annual Leave Hours NHS	Annual 1	0	Hours	Subtract

The screenshot above shows the view of the Annual Leave Accrual plan professional form.

Plans are based on national terms and conditions of service for staff groups and any local variation and or agreement will require either an override of the national plans to be attached or the creation of a local accrual plan.

4.2. LEAVE ACCRUAL BY DAYS

If local policy states that annual leave is accrued for part months, i.e from employment start date to termination date, applying the Leave Accrual By Days setting on the Trust Level Org DFF ensures that annual leave entitlement is calculated by days and not full months of employment.

The field is blank by default which is the equivalent to a 'No' setting.

Deactivate Waitlisting in OLM:
 User Can View Or Amend Their Own Record: Yes
 Learning Auto Enrol Opt Out: No Opt Out
 Exit Questionnaire Required: Yes
 Send Change of Contract and Working Terms Notification:
 Automatic Internet Access:
 Leave Accrual By Days: Yes

Leave Accrual By Days dropdown:
 Find %
 Leave Accrual By Days
 No
 Yes

Buttons: Find, OK, Cancel, Help

The screenshot above shows the Leave Accrual by Days setting on the Trust Level Org DFF.

No/Blank	Part months will not be accrued
Yes	Part months will be accrued

This applies to Annual Leave Accrual (days) plans and Annual Leave Hours plans.

5. ACCRUAL PLAN TYPES

The following table details which Accrual Plans apply to each national staff group.

Staff Group	Accrual Plan
Agenda for Change	Annual Leave Hours <i>n</i> NHS
Bank Staff	Bank Annual Leave Hours <i>n</i> NHS
Medical & Dental	Annual Leave Accrual <i>n</i> NHS
Very Senior Managers	Annual Leave Accrual <i>n</i> NHS

5.1. ANNUAL LEAVE HOURS *N* PLANS

The 'Hours Based' plans are for use with AfC staff only. There are 5 separate plans but each is a replica of the others except for the name, where *n* is either, 1, 2, 3, 4 or 5. Plan '1' should be used for the employee's primary assignment, with the other numbered plans being used in numerical order in cases where the employee has additional assignments.

5.1.1. Entitlement Based on Years of Service

ESR uses the latest start date and aggregate service to identify entitlement and when an increase is due.

In order to ensure that the employee's entitlement takes account of their aggregate years of previous service, you must ensure that the correct values are populated on the relevant person DFF fields (shown in the screenshot opposite) for an employee who has previous NHS or other approved Service.

Enter the Aggregate Service Years and Aggregate Service Days information, where appropriate. Entries will only be required where an employee has previous periods of NHS or other reckonable service, including any previous service with the current employer. This is required so that the leave entitlement can be increased automatically at the appropriate time for AfC and M&D staff.

Note: The Inter Authority Transfer process will populate these fields at the Portable Copy Dataset process where they are blank. Ensure that you agree with the values entered.

The screenshot shows a web form titled 'Additional Personal Details'. The form contains various fields for employee information. At the bottom, two fields are highlighted with a red box: 'Aggregate Service Years' with the value '5' and 'Aggregate Service Days' with the value '10'. Other visible fields include Recruitment Source, NHS Organisation, Date of Birth Verified, CSD 1 Week, CSD 3 Months, CSD 12 Months, NHS Entry Date, Loss of Office Payment Date, Loss of Office Reckonable Service Date, NHS Pensioner, Date NHS Pension Benefits Paid To, Maiden Name, NHS CRS Preferred Smartcard Display Name, WTR Opt Out, WTR Opt Out Date, NHS OSP Scheme (NHS OSP SCHEME), NHS OMP Scheme (NHS OMP SCHEME), Legacy Employee Number (20000446), Legacy Payroll Number, Pension SD Number, Proj New Starter NTF Sent Date (01-JAN-2000), Latest Hire NTF Sent Date (08-FEB-2007), and Monitor Changes. Buttons for OK, Cancel, Clear, and Help are at the bottom right.

5.1.2. Excluding Bank/Honorary service

Refer to the Key points section on how bank and other non-substantive service can be excluded.

Certain Accrual Plans (such as the Annual Leave Accrual *n* plan) have a continuous service date field available on the entry values form itself. This can be used as an alternative date for entitlement calculation.

Where the employee has no previous NHS service then annual leave entitlement is based on their latest start date.

5.1.3. Annual Leave Hours N Plans Rules

- Run from 1st April to 31st March.
- Entitlement is based on hours and is calculated using the employee's FTE.
- The full entitlement for the leave year is shown and does not require the user to date track to the last day of the leave year e.g. 31st March to establish entitlement.
- Gross and net values are shown in both Professional Forms and self service.
- The plan indicates whether or not the entitlement includes bank holidays.
- Values are rounded up to the nearest 15 minutes where calculations change mid-month or mid-year due to:
 - Increase in entitlement at 5 or 10 year anniversary
 - Starting/leaving or reducing/increasing hours either mid-month or mid-year

5.1.4. Allocating a Plan

Accrual Plans can only be allocated in ESR Professional Forms and not via Self Service. The screenshot shown is an example of how to allocate the plan.

An accrual plan is required for each assignment the employee has. When allocating a plan via element entry, the following fields should be completed, where appropriate.

Scheme

Unless you have created a local plan with different entitlements, English organisations should always select 'NHS' as the scheme and Welsh organisations should select 'CYM' as the scheme.

Include Bank Holidays

This has the option to include Bank Holidays in the entitlement. This option should be used for part time employees where they normally work on the days that the public holidays fall.

No

Does not add Bank holidays.

Yes

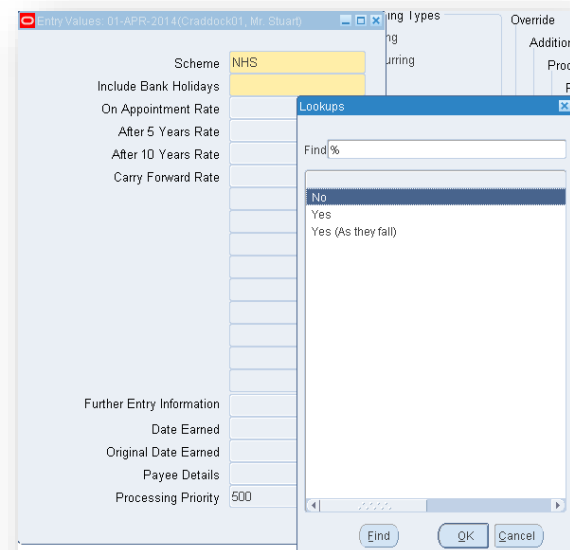
Bank Holidays are prorated across the whole 12 months

Yes (As they fall)

The 'Leave Accrual By Days' trust level setting affects the 'Bank Holidays as they fall' option within the Annual Leave Accrual Plans Hours plans. Where the organisation is opted into leave accruals being calculated in days then the following will apply:

- Any Bank Holidays in the first calendar month for a mid-month starter will be added into the assignment's accrual, if the date of the Bank Holiday is on or after the assignment's start date.
- A Bank Holiday in the last calendar month for a mid-month leaver will be added into the assignments accrual, if the date of the Bank Holiday is on or before the assignment's end date.
- All Bank Holidays are added at the WTE in place as at the date of the Bank Holiday.

If the 'Leave Accrual By Days' Option is not selected Bank holiday entitlement is based on the calendar month in which the bank holiday occurs and are allocated as they occur.



The 'As they fall' figure is calculated as follows:

- Counts only the Bank Holidays that fall into the entitlement period for the assignment.
- Ignores Bank Holidays in any part month at the start of the entitlement period for a new starter.
- Ignores Bank Holidays in any part month at the end of the entitlement period for a leaver.
- Counts each Bank Holiday at the FTE in place for the assignment for the calendar month where the holiday falls (a change in FTE mid-month does not apply till the first day of the next month).

Once 'Scheme' and the 'Include Bank Holidays' options have been completed, then the entitlements (on appointment, at 5 and 10 years) will be automatically populated. The element will need to be queried back by clicking on Ctrl and F11' before this can be seen. This is shown in the screenshot below:

The screenshot shows a software window titled 'Entry Values: 01-APR-2014(Craddock01, Mr. Stuart)'. The window is split into two panes. The left pane shows a list of 'Element Name' options, with 'Annual Leave Hours 1 NHS' selected. The right pane shows the configuration for this element, including 'Scheme' (NHS), 'Include Bank Holidays' (Yes (As they fall)), and various rates: 'On Appointment Rate' (262.5), 'After 5 Years Rate' (277.5), 'After 10 Years Rate' (307.5), and 'Carry Forward Rate' (37.5). There are also fields for 'Further Entry Information', 'Date Earned', 'Original Date Earned', 'Payee Details', and 'Processing Priority' (500).

5.1.5. Key points

From Bank to Substantive

If your organisation does not give credit for bank or honorary employment adjust the entitlement by entering a negative figure into the Aggregate Years and Days fields on the person DFF.

This facility has been provided to allow adjustment of an employee's entitlement at the relevant anniversary, where they were previously employed as a Bank/Honorary employee and, where they have no previous NHS aggregate service that can be adjusted. Where a negative figure is entered, this will add additional time to their anniversary date.

For example, a newly qualified nurse (no previous substantive service) joins as a Bank employee and works on the bank for 6 months (181 days) and is then appointed into a substantive position. If the organisational

policy does not give incremental credit for Bank service, then enter a negative figure, based on the number of days in the six months they were employed on the Bank only into the aggregate days field. This ensures that they do not get the 5 year increase until 5 years & 181 'days' and 'the' 10 'year increase' 10 years and 181 days after their latest hire date (AfC staff).

If they move to a new employer then the IAT process will add together their previous employment in months and days and transfer it into the Aggregate Years and Days fields of the new employer where these fields are blank. If the new employer has entered their own values then these will not be overridden by the IAT process.

Previous Service at the Organisation

If the employee worked for you previously then you must add their previous aggregate service with your organisation (subject to local policy) into the Aggregate Service Years and Days fields. If you do not then their entitlement will be based on their latest start date with the organisation.

Carry Over of Annual Leave

Currently a maximum of 150 hours (pro rata for part time staff) can be carried forward using the PTO Carry Over Process which is available in the XXX HR Administration URP. It can be run monthly or annually at the end of the leave year to ensure that values from a previous leave year are accounted for and added to the employee's entitlement. If your organisation does not allow any outstanding annual leave to be carried over automatically, then do not run the PTO. If carry over is considered on a case by case basis then this can be accounted for by attaching the NHS Carry Over element to the employee's individual assignment/s. Ensure that the appropriate start and end dates are correct for the period in question. This will be the annual leave year that the carry over is being allocated to. For new starters this date should be the employees start date in the organisation.

More information can be found in the ESR User Manual click [here](#) to access.

Absence Accrual Start Date (Assignment DFF)

This field should be left blank for AfC staff whose leave year runs from 1st April. Neither does it need to be completed for staff who commence employment mid-year, but whose 'full' annual leave year starts from 1 April. The system will adjust the entitlement automatically for part years. Only populate this field with a different date if their leave year does not commence on the 1st April annually.

Changing FTE part way through the year

The calculation of entitlement in the Annual Leave Hours plans is representative of any FTE changes that have taken place during the entitlement period. For example, if an assignment changed from full time to part time mid-year then the entitlement figure would be pro-rated using the number of days at full time and the number of days at part-time.

This change uses the FTE stored against the assignment and displayed on the assignment form banner. Assignments must have a valid FTE in place for the leave period to receive the correct accrual for Annual Leave Hours plans.

Length of Service Anniversary Date

Where the length of service anniversary date occurs mid-month and results in increased annual leave allowance the accrual rate will automatically change. The accrual rate changes will be pro-rated based on the number of days for each rate.

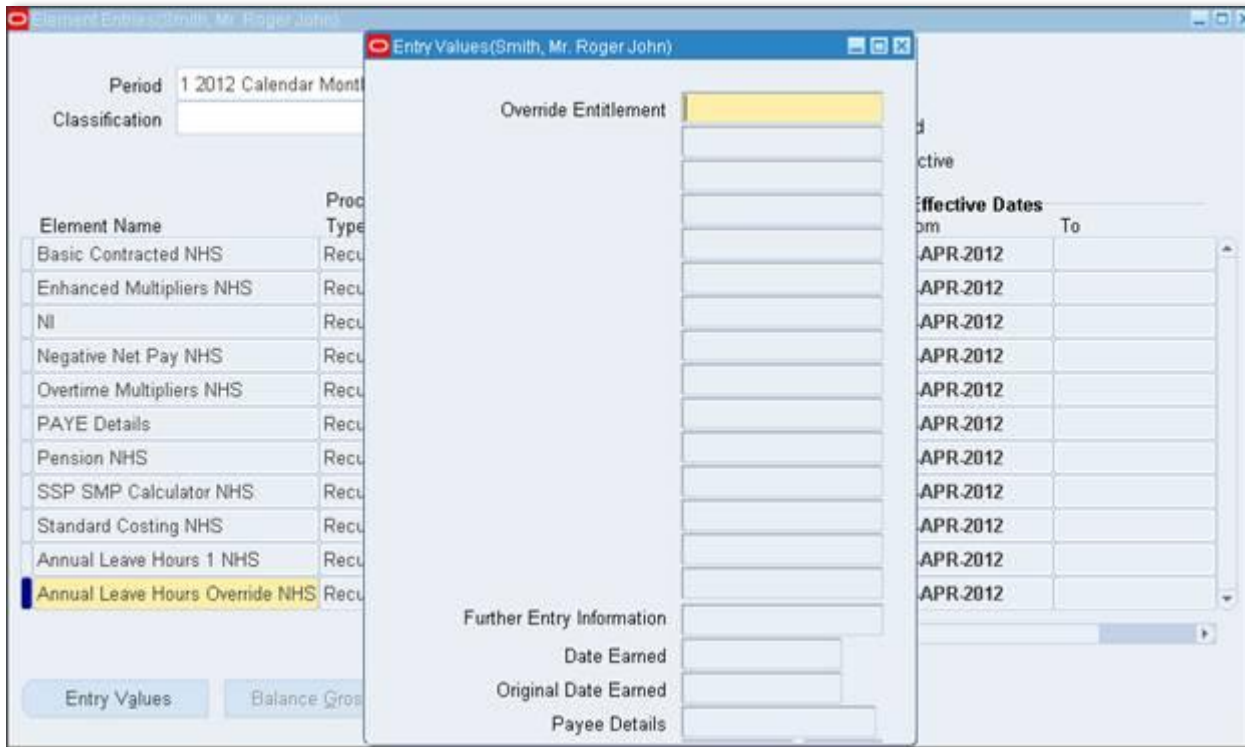
5.1.6. Overriding the Entitlement

If the national rules for the plan need to be amended temporarily the national values can be overridden by attaching the 'Annual Leave Hours Override NHS' element.

The value entered in Override Entitlement will replace all the foregoing calculations. Therefore the override value entered should represent the leave entitlement for the whole year.

The override value will automatically feed through to the 'View Accruals' screen shown in the screenshot below

:



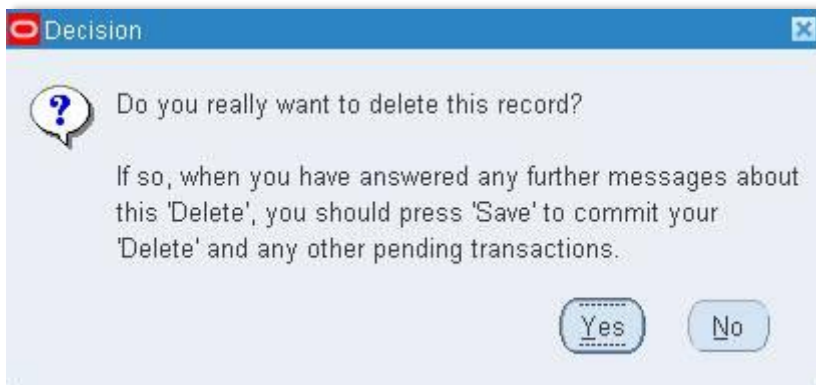
The override element should ideally be used for the current year only so should be entered with an appropriate end date.

To do this, date track to the required end date for example, if the element is added on 01-Apr-2022 the end date would be 31-Mar-2023.

Please note that if date tracking in the Entries form, press CTRL and F11 to refresh the element list.

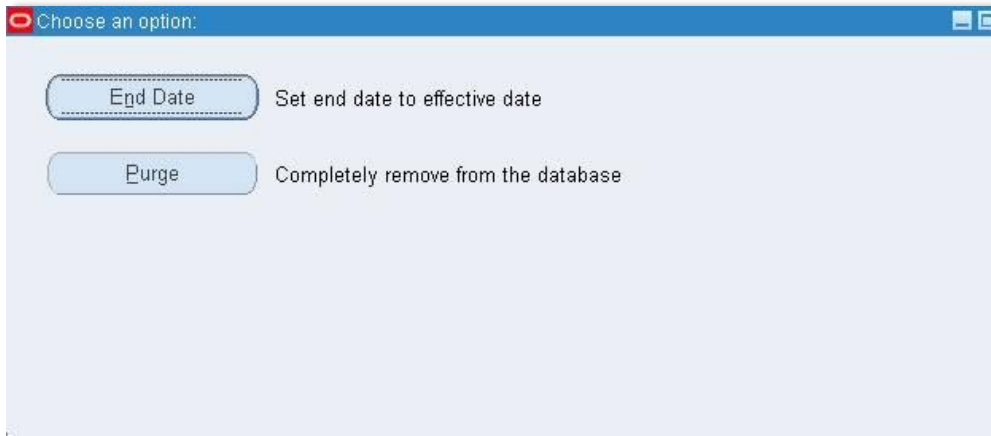
Click in the row containing the **Annual Leave Hours Override NHS** element and click the  Delete icon.

The screenshot below shows the decision message displayed:



Click **Yes** to continue.

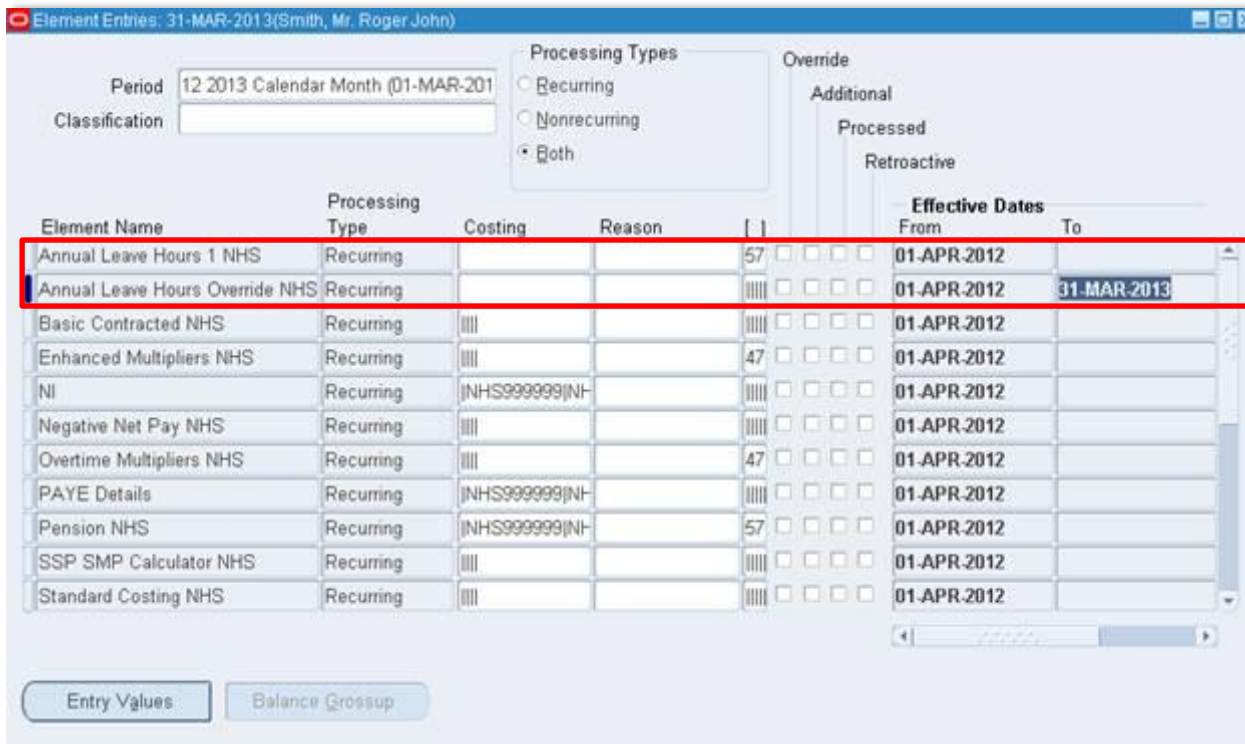
The Choose an Option window, shown in the screenshot below will be displayed:



Click **End Date** to end date the selected element with effect from the date tracked date. Please note that the Purge option should only ever be used where an element has been attached to the record in error and has not been processed in the Payroll.

Click the  Save icon.

Press CTRL F11 to refresh the element list shown in the screenshot below:



The Annual Leave Hours Override NHS element will be displayed with the end date in the Effective To date field.

Both are recurring elements and should have a start and end date to match the leave year being overridden. If an end date is not entered then the annual leave accrual is overridden for all subsequent leave years until an end date is entered.

The elements have a single mandatory Input Value called 'Override Element'. The value entered is the total entitlement in days or hours accordingly that the employee will have. This amount is not affected by changes to FTE or the employee's start or end date.

Note: Care should be taken when terminating an employee to check whether the annual leave entitlement has been overridden. If an entitlement has been overridden, then the entitlement will still show the full override amount even when the employee has been terminated mid-year.

Refer to the ESR User Manual [here](#) for more details.

5.2. ANNUAL LEAVE ACCRUAL *N* NHS

These accrual plans are 'Days Based' and are for use with Medical and Dental staff. There are 5 separate plans but each is a replica of the others except for the name, where *n* is either, 1, 2, 3, 4 or 5. Plan '1' should be used for the employee's primary assignment, with the other numbered plans being used in numerical order in cases where the employee has additional assignments.

These plans include an additional two statutory days to be added to the entitlement. There is an option to remove these additional days when setting up the element details on the plan for the first time depending on local agreements.

Very Senior Managers whose entitlement mirrors the M&D staff may also have these plans attached to them.

5.2.1. Annual Leave Accrual *N* Plans Rules

Annual Leave Accrual *n* Plans run from 1st April to 31st March. This date can be overridden by putting in a different Leave year start date on the 'Absence Accrual Start Date' field on the (Assignment DFF). Only populate this field with a different date if the employees leave year does not commence on the 1st April annually.

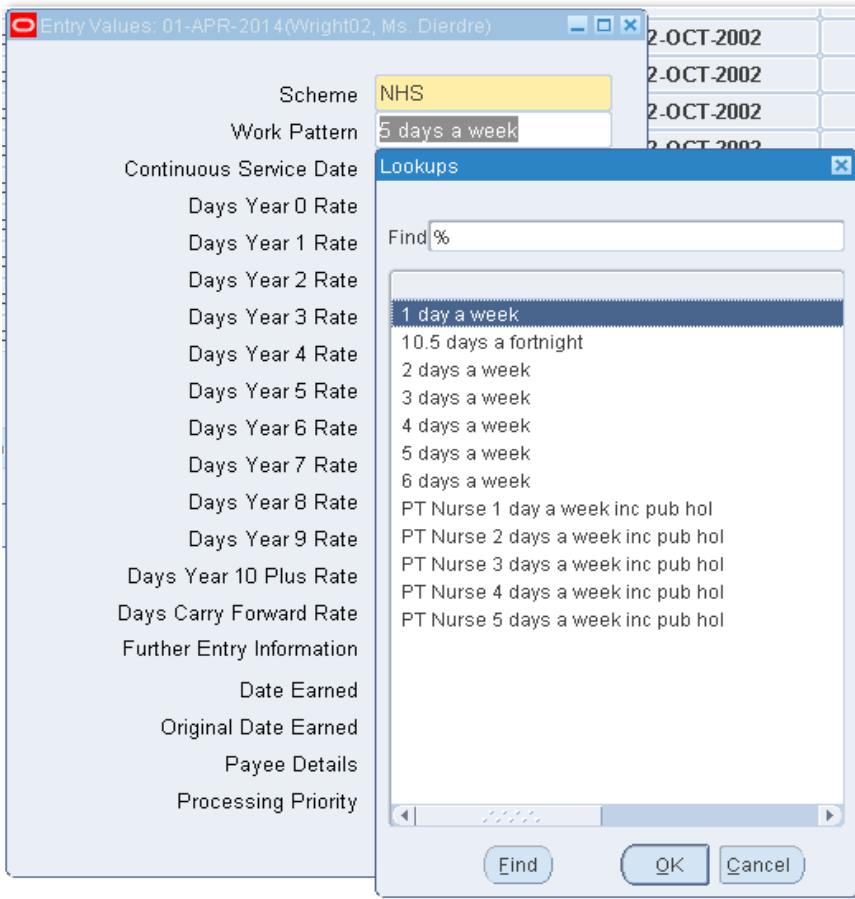
- The full entitlement for the leave year is shown and does not require the user to date track to the last day of the leave year e.g. 31st March to establish entitlement.
- Gross and net values will be shown in both Professional forms and self service.
- The plan indicates whether or not the entitlement includes the 2 statutory days.
- Entitlement is based on days and is calculated using the employee's working pattern defined on the Accrual Plan.
- Where there is:
 - An increase in Annual Leave entitlement due to Length of Service
 - Reduction or increase of contractual hours mid-month

Annual Leave is pro-rated on the number of days for each rate.

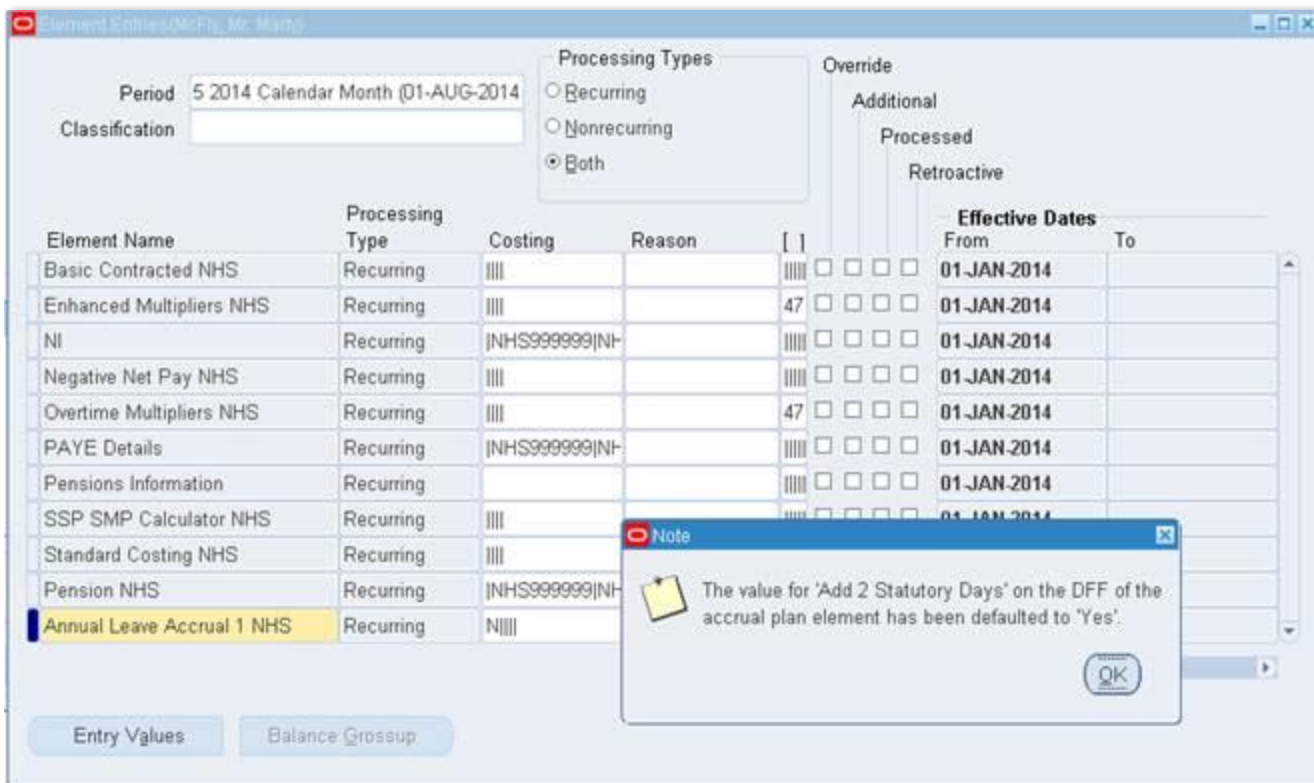
5.2.2. Setting up the Plan

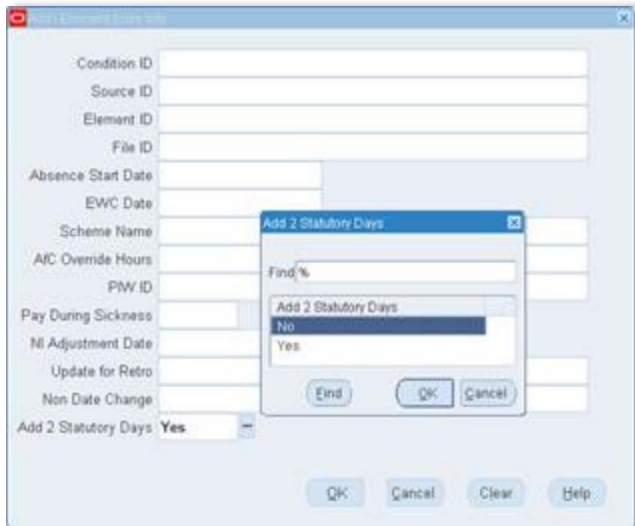
An accrual plan is required for each assignment the employee has. When choosing the Annual Leave Accrual *n* plans ensure the Work Pattern is selected appropriate to that assignment as this will determine entitlement and is shown in the screenshot below:

Note: It is not based on sessions but on how many days of the week the medic works regardless of the number of hours or sessions worked on each day.



On attaching Annual Leave Accrual n plan, the Flexfield below will be displayed.





Include Statutory Days – this adds the two statutory days that M&D staff can have in addition to their annual leave (subject to local policy). The default is ‘Yes’. If your organisation does not give these additional days then select ‘No’.

The 2 statutory days are prorated according to the work pattern in place as follows:

Work pattern	Annual Entitlement to Stat Days
10.5 days fortnight	2
6 days per week	2
5 days per week	2
4 days per week	1.6 days (rounded up to the nearest ¼ day)
3 days per week	1.2 days (rounded up to the nearest ¼ day)
2 days per week	0.8 days (rounded to the nearest ¼ day)
1 day per week	0.4 days (rounded up to the nearest ¼ day)

The work patterns for P/T Nurse 1-5 days including public holidays is excluded as these plans are no longer relevant for Nursing staff. The Hours Based plans described above should be used.

Note: All rounding will be done at the end where other changes occur such as increased entitlement and or leaving/starting part way through the year

The other fields on the flex field can be left as is.

5.2.3. Key points

Previous Service at the Organisation

If the employee worked for you previously then you must add their previous aggregate service with your organisation (subject to local policy) into the Aggregate Service Years and Days fields. If you do not then their entitlement will be based on their latest start date with the organisation.

Carry Forward

A maximum of 5 days can be carried forward.

Absence Accrual Start Date (Assignment DFF)

This field should be left blank for staff whose leave year runs from 1st April. Neither does it need to be completed for staff who commence employment mid-year, but whose ‘full’ annual leave year starts from 1 April. The system will adjust the entitlement automatically for part years. Only populate this field with a different date if the employees leave year does not commence on the 1st April annually.

Changing working pattern part way through the year

The calculation of entitlement in the Annual Leave plans is linked to the work pattern selected on the accrual plan. If an employee increases or decreases the number of days they work then their work pattern must be manually amended at the correct date.

Note: Where this scenario occurs then the entitlement balances in both Professional Forms and self service will only be able to display the full entitlement for the two separate time periods. Alternatively, the work-around would be to not change the working pattern mid-year on the element entry, instead change it at the start of the next leave year and use an override for the year in which the change happens.

5.2.4. Overriding the Entitlement

If the national rules for the plan need to be amended temporarily, for example you wish to give a new starter who commences later than the 1st of the month, full or partial entitlement for their first month, then the national values can be overridden by attaching the 'Annual Leave Days Override NHS' element.

The value entered in Override Entitlement will replace all the foregoing calculations. Therefore the override value entered should represent the leave entitlement for the whole year.

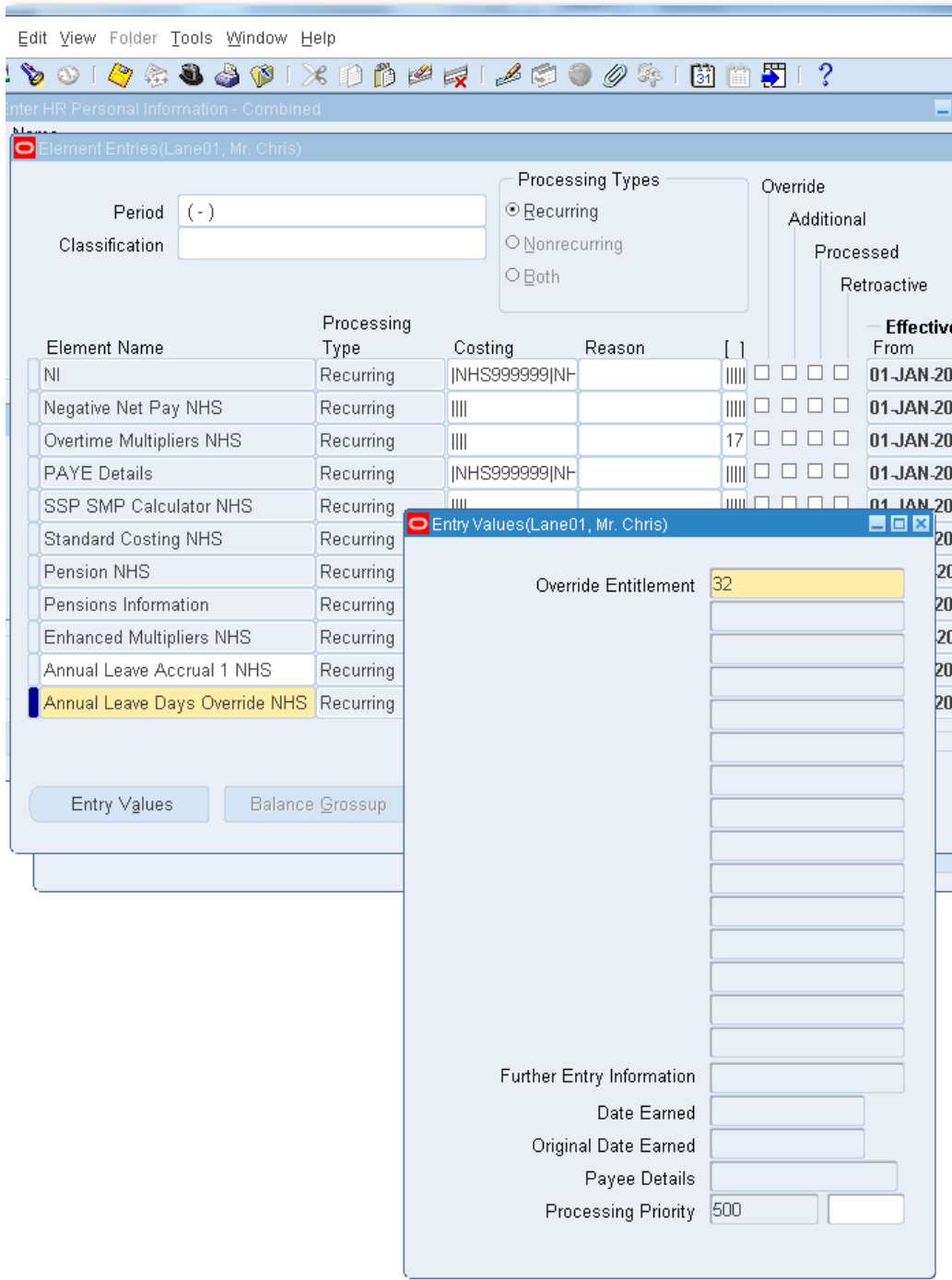
The override value will automatically feed through to the 'View Accruals' screen.

The override element should ideally be used for the current year only so should be entered with an appropriate end date.

Note: Care should be taken when terminating an employee to check whether the annual leave entitlement has been overridden. If an entitlement has been overridden then the entitlement will still show the full override amount even when the employee has been terminated mid-year.

The override element will also be required where the Buy/Sell Annual Leave Element is attached to the assignment. See [here](#) for more details.

Refer to the ESR User Manual [here](#) for more details.



The above screenshot shows how the element is overridden.

6. BANK ANNUAL LEAVE HOURS N PLAN

Bank staff are entitled to statutory annual leave in the same way as any other employee. However, under the WTD Regulations, they cannot be paid 'rolled up' holiday pay, this having been ruled illegal by the ECJ, neither can they be paid in lieu (except on termination).

With the above in mind, the Bank Annual Leave Hours N Plans are available for use with Bank Staff. There are 5 separate plans but each is a replica of the others except for the name, where n is either, 1, 2, 3, 4 or 5. Plan '1' should be used for the employee's primary assignment, with the other numbered plans being used in numerical order in those cases where the employee has additional assignments. These plans determine the annual leave entitlement for each bank assignment.

To calculate the bank annual leave entitlement, ESR multiplies the bank hours worked YTD balance ([NHS_BANK_STAFF_HOURS_WKD_ASG_YTD](#)) by the percentage rate held in the Bank Annual Leave GRR. This is currently set at 12.07%, however organisations can define a local GRR if a different percentage is required to calculate entitlement. For example, if the bank employee has worked 190 hours from 1st April, if the national GRR percentage is used, their entitlement will be calculated as $190 * 12.07\% = 22.933$ rounded to the nearest 15 minutes = 23 hours entitlement.

The Annual Leave Hours Override NHS element can be used to overwrite the entitlement for an assignment.

As the Bank Annual Leave accrual plans use the YTD balance to calculate the entitlement, the holiday year can only start from 1st April, and it is not possible to use the Absence Accrual Start Date against the Assignment DFF to define another holiday year start date.

Bank Staff should apply for annual leave in the same way as other employees. The bank accrual plan records the leave accrued and the leave taken, it does not provide any automated payment for the leave. If payment is required for the bank annual leave, organisations should determine locally how they wish for the payment to be made.

If at the end of the holiday year, leave is still remaining, the PTO Carry Over process can be utilised, as it can be for other plans.

The NHS Bank Annual Leave Report can be used to provide details of bank work undertaken at an employee assignment level, and any associated annual leave details.

7. CREATING A LOCAL ACCRUAL PLAN

If the current national accrual plans cannot cater for local arrangements then it is possible to set up a local accrual plan for an individual, a staff group or an organisation using the Payroll Super Administration URP.

Refer to the User Manual [here](#) on how to set up a local accrual plan

7.1. ATTACHING ACCRUAL PLANS TO MULTIPLE EMPLOYEES – CONCURRENT PROCESSES

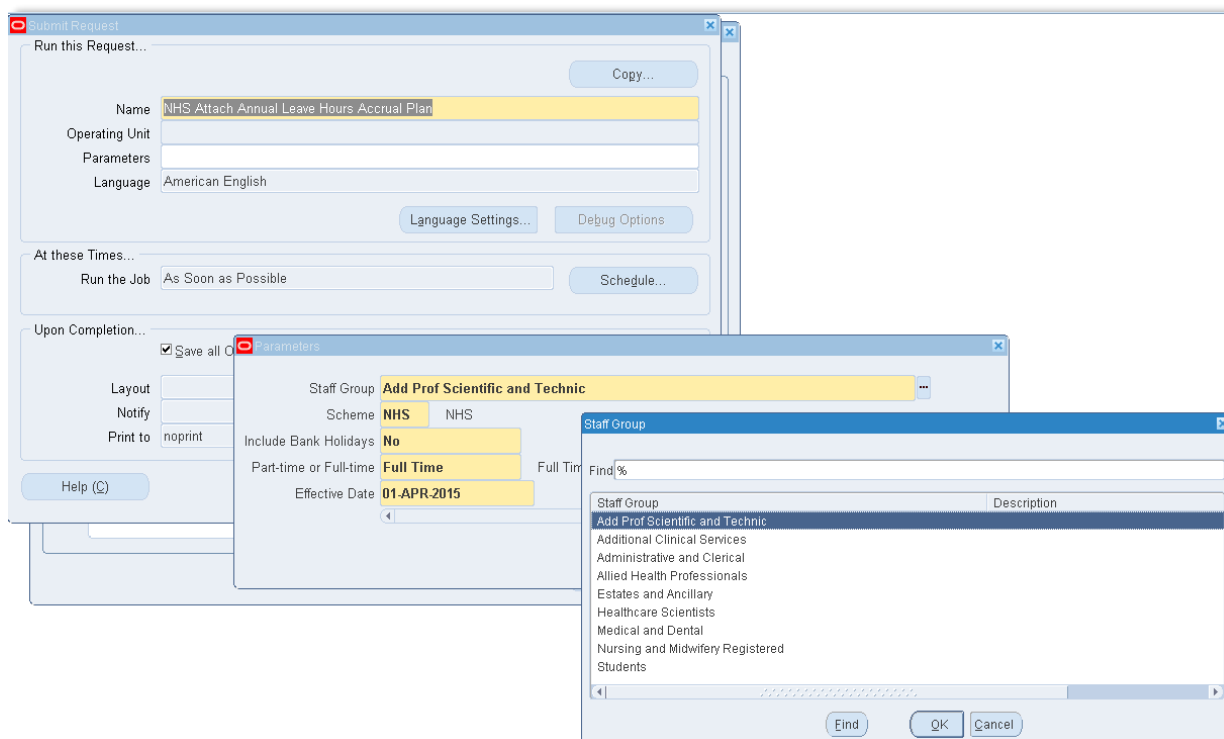
An accrual plan should be attached to an employee at the point of hire. If you need to attach an accrual plan to multiple employees e.g. when moving from one of the other plans to the hours or days based plans, then use one of the relevant concurrent processes in place to do this as follows:

7.2. ATTACHING THE HOURS BASED PLANS

Navigate to Payroll Super Administration URP > Requests > Select – NHS Attach Annual Leave Hours Accrual Plan as shown in the screenshot below:

Select the appropriate values for each parameter

The Effective date defaults to 1st April of the next leave year



7.2.1. Key Notes

- If the process is run in April, a check is made to establish if the monthly payroll has been processed. If the monthly payroll has been run, the NHS Attach Annual Leave Hours Accrual Plan process will fail. This is necessary to limit the impact on retropay processing, by stopping the creation of redundant retropay actions.
- If the process is run in a month after April, the Annual Leave accrual plans will be attached with a start date of 1st April for the following leave year.

Examples:

The following examples assume a payroll has been processed on the 15th April 2023 and explains the different outcomes:

Example 1

- NHS Attach Annual Leave Hours Accrual Plan Process run between 3-14th April 2023
- Payroll processing completed on 15th April 2023
- Annual Leave Accrual Plans allocated with start date of 1st April 2023

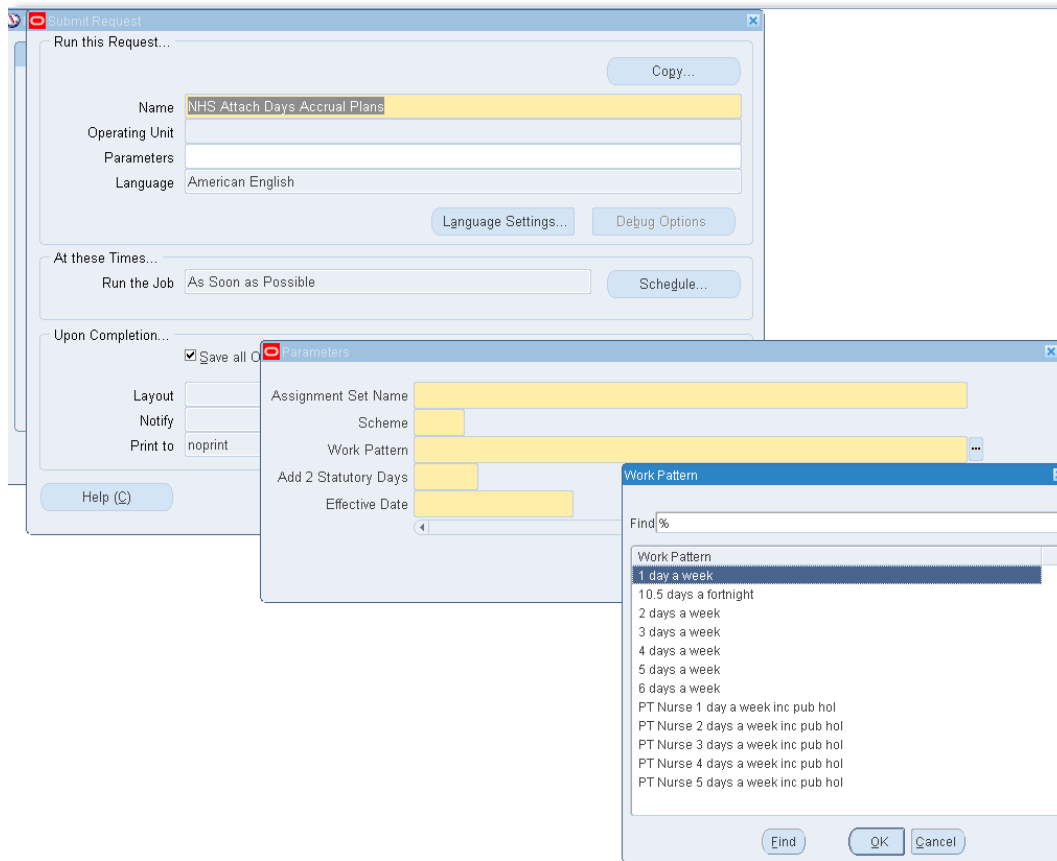
Example 2

- NHS Attach Annual Leave Hours Accrual Plan Process run between 15th – 30th April 2023
- Payroll Processing completed on 15th April 2023
- NHS Attach Annual Leave Hours Accrual Plan Process fails
- Alternative allocation method required – e.g. Batch Element Entry

Example 3

- NHS Attach Annual Leave Hours Accrual Plan Process run 1st May 2023
- Annual Leave Accrual Plans allocated with start date of 1st April 2023

7.3. ATTACHING THE DAYS BASED PLANS



The screenshot above shows how to attach an accrual plan.

- Before running the concurrent process for the days based plans, assignment sets will need to be created so that users can divide the employee assignments by the required work patterns as this is a mandatory field. Ensure that only staff, entitled to a day based plan are selected.
- The process will also allow the 'Add 2 Statutory Days' to be set to 'Yes' or 'No' if selected. If left as null then this will be interpreted as 'No' until a value is set manually.
- Navigate to Payroll super Administration URP > Requests > Select – NHS Attach Annual Leave Days Accrual Plan.
- Select the appropriate values for each parameter
- The Effective date defaults to 1st April of the next leave year

7.3.1. Key Notes

- The concurrent process will attach the days based plans and end date any other accrual plan in place.

8. SICKNESS DURING ANNUAL LEAVE

If it has been locally agreed that an employee can take annual leave during a period of sickness, if for instance the employee is receiving half pay and they wish to top up their pay, the sickness absence record within ESR should continue throughout the period of annual leave, for example – an employee has been on long term absence since 1st July, and wishes to use 5 days of annual leave in December, the sickness absence record should remain open with a start date of 1st July, if ESR is used to record annual leave it can be entered as an overlapping absence, and manual payment for the annual leave should be made. Organisations should NOT end the current sickness record and re-enter it after the annual leave dates as the sickness will then be treated as a separate sickness period, with a start point later than the original absence which may lead to incorrect pay.

9. ROLLING OUT SELF SERVICE AND RECORDING ANNUAL LEAVE

When rolling out Self Service to the organisation, consideration should be given to when the annual leave episodes should start to be recorded. Ideally all the preparatory work will have been completed prior to the start of the annual leave year in April.

Key considerations should include the following:

- Where an organisation intends to pay AfC Average Pay in respect of annual leave then ensure that the AfC Average Pay NHS element (see highlighted red box below) is attached to the assignment/s as this will work in conjunction with any annual leave entered into ESR via the Absence URP, self service or 3rd Party Time & Attendance systems in place.
- If the organisation was previously paying WTD Pay or some other method then these elements will need to be end dated from the relevant date to avoid any potential overpayment.
- Ensure that accrual plans to be attached for the next or current annual leave year using the concurrent process, detailed earlier, are done so at the appropriate time to avoid manual entries where possible. Refer to the section on Attaching Accrual Plans.
- Where self service is rolled out and utilised for recording absence, part way through a leave year, ensure that all annual leave episodes that occurred prior to roll out are entered into ESR. This ensures that the balances are accurate for the whole leave year. Special attention should be given where the organisation has made any previous manual average pay payments via payroll prior to the go live (using the AfC Absence Manual NR NHS element – see highlighted blue box). Any retrospective leave entered that has been previously paid for via the manual process will cause a repeat payment to be made.

Where this occurs there are a couple of workarounds possible:

Where *AfC Absence Manual NR NHS* has been manually entered to record the annual leave the option to Purge the existing element or place a corresponding negative element entry is available.

Firstly use Folders > Employees by Element to export all entries of AfC Absence Manual NR NHS into an excel spreadsheet which will clearly detail all the entries and the relevant values for each assignment. These entries can then be checked against the entries of annual leave input through self service. Once you have the entries that you need to remove from ESR to stop the duplication for AfC Average pay you can follow either of these processes:

1. Fastpath > Entries, select the appropriate Assignment and Period. Select the appropriate AfC Absence Manual NR NHS element choosing the option to delete and then purge ensuring you save once completed.
2. Create a WebADI batch detailing all negative entries

Create a WebADI batch that details all the AfC Absence Manual NR NHS entries but with a negative value for the appropriate assignment. Load the batch and check within Assignment element entries that a negative entry for this element is present.

Using either of these methods will result in Retropay reviewing the element entries for the AfC Absence Manual NR NHS and the Absence entry and produce the relevant arrears payments for AfC Average Pay NHS which will be detailed on the NHS Impending Retro Payments Report.

10. THIRD PARTY TIME AND ATTENDANCE SYSTEMS

ESR has a Time and Attendance/Rostering interface available for 3rd Party suppliers. The appropriate accrual plan needs to be set up as normal for employees in ESR so that absences can be fed into ESR accurately.

Organisations need to work closely with their 3rd party supplier to ensure that all pre requisite requirements are met.

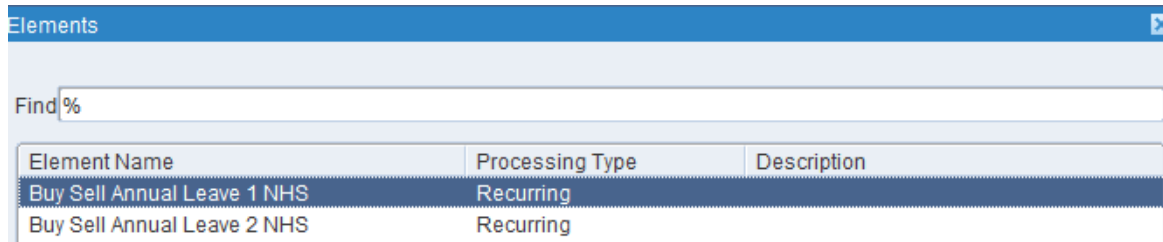
Queries relating to the interface can be raised via The ESR Service Desk for the attention of the NHS Systems Integration Team.

11. BUY/SELL ANNUAL LEAVE

It is possible, subject to organisational policy, for an employee to buy or sell annual leave. This can be achieved by attaching the Buy Sell Annual Leave (1 or 2) element to the assignment.

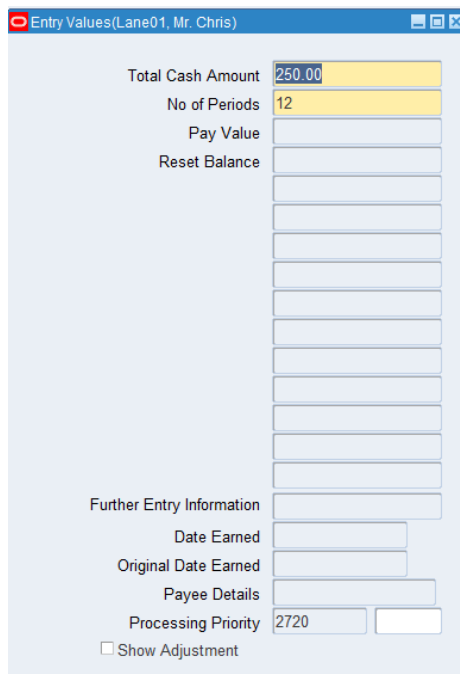
The element is not linked to any accrual plan and any plus or minus leave will not appear in the entitlement. Therefore an override element with the new leave allowance will need to be created for the leave year affected. Refer to the section on override plans in the ESR User Manual [here](#).

The screenshots below show how to create the override element.



Element Name	Processing Type	Description
Buy Sell Annual Leave 1 NHS	Recurring	
Buy Sell Annual Leave 2 NHS	Recurring	

Entry values



Entry Values(Lane01, Mr. Chris)

Total Cash Amount: 250.00

No of Periods: 12

Pay Value: []

Reset Balance: []

Further Entry Information: []

Date Earned: []

Original Date Earned: []

Payee Details: []

Processing Priority: 2720 []

Show Adjustment

12. ESR BI DASHBOARDS

A number of BI Dashboards are available to help manage accrual plans and Annual Leave Balances.

12.1. ESR BI DASHBOARDS

12.1.1. Absence Analysis Dashboard

12.1.2. Absence Dashboard

Refer to the ESR BI User manual [here](#) for more details.