

Draft

***Human Resources  
Policies and Procedures***

***Reckonable Service for  
Annual Leave***

Approved 17 April 2005



# Draft

## [Document History](#)

Date	Author/Editor	Summary of Changes	Version No.
17 Apr 2005	Kieth Dayment	First Draft	
1 May 2005	Kieth Dayment	2 <sup>nd</sup> incorporating HR comments	
29 June 2005	Kieth Dayment	3 <sup>rd</sup> incorporating Directors Comments	
9 August 2005		Agreed with JCF	

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## Reckonable NHS Service for Annual Leave

### POLICY

1. The Trust believes that it should set out clear, fair and practical guidance on what service is recognised for the purposes of calculating entitlements to annual leave.
2. This policy therefore applies to all staff joining or rejoining the Trust's employment and is to be used in conjunction with the NHS Terms and Conditions Handbook.
3. The Trust has agreed that, with one exception, only NHS employment or continuous service transferred under TUPE provisions, shall be counted towards long service Annual Leave entitlements,

This will include :

- A previous period or periods of substantive NHS employment
  - Any temporary, short term or fixed term periods of NHS employment
  - Employment on an NHS 'Bank' will also qualify for reckonable years on completion of one year's employment with a minimum of 488 hours worked
4. The exception is that within the pooled service arrangement for Occupational Therapists, Assistants and Technicians the PCT will recognise previous local authority employment for long service entitlements.
  5. No other periods of employment shall be considered reckonable regardless of the industry, public or private sector.
  6. All previous service must be verified in order for it to qualify as reckonable employment.

### VERIFICATION OF PREVIOUS NHS SERVICE

7. Recognising that all NHS Service needs to be verified the Trust will seek to verify previous NHS employment in the first instance from the last NHS employer.

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8. Where the Trust is unable to verify previous service it will be for the employee to provide evidence of such employment.
9. The Trust will therefore accept the following as verification of previous NHS service:
  - An NHS Staff Transfer Form
  - Copies of Contracts and Payslips
  - Pension records
  - P60s
  - Employment references supplied by an NHS employer

Copies of such documents shall be placed in the Personal File.