

# Leave Policy

This policy details the provision for annual, additional, emergency and unpaid leave. It also outlines the leave provisions for employees who wish to take part in specific public duties.

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Policy Owner: **BBC HR-** Employee Relations and Policy

## Summary

This policy applies to all employees. It forms part of the contract of employment that applies to employees in the UK, Channel Islands, and Isle of Man on Bands A-Fp, and is an agreed statement between the BBC and recognised joint unions which may only be varied by joint negotiation at the National Joint Council.

*In accordance with the Welsh Language Standards, you have the right to make a complaint in Welsh. We will respond to a complaint or allegation(s) made about you in Welsh.*

## Definition

This policy details the provision for annual, additional, emergency, and unpaid leave. It also outlines the leave provisions for employees who wish to take part in specific public duties.

You should refer to the Managing Working Patterns Policy for how leave may be scheduled.

## Principles

- We recognise that it is important for you to take regular breaks from your duties through annual leave.
- The 'leave year' for all leave calculations in this policy is from 1 April to 31 March.
- All entitlements to leave are pro rata for employees who join or leave part-way through a leave year (see Appendix).
- The taking of leave is subject to operational requirements.
- All entitlements to leave are pro rata for part-time employees (see exception on accruing service for Additional Leave).
- We recognise that some employees will want to take part in public duties.
- We recognise that on occasion there may be the need to provide time off for domestic reasons.
- You should refer to the Declaration of Personal Interests Policy when considering external activities or whether to stand for election.

## Annual leave

Your annual leave entitlement, without meal breaks, is calculated as your contracted hours per week, times five weeks (equivalent to 175 hours for a full-time worker). If you join or leave part way through the leave year, you'll have a proportionate entitlement to annual leave. If you are on a fixed-term contract, you're entitled to annual leave in proportion to the length of your contract.

If you work a shift or variable work pattern, annual leave is calculated as follows:

- Once a schedule is published, if you want to take annual leave for a published shift, you will use the equivalent hours of your shift, minus any unpaid breaks, out of your leave entitlement.
- If you do not work a fixed length shift, before a schedule is published, the standard deduction is seven hours (excluding unpaid meal break) of entitlement to book a day's annual leave.

Where leave is scheduled, the same number of hours will be credited to an employee's accounting period for that shift.

You should submit requests for annual leave with reasonable notice. In considering requests, Team Leaders will consider your needs and the needs of the business. Requests for annual leave will not be refused unreasonably.

A maximum of five days leave (equivalent to 35 hours) may be carried over each year. The five days leave (equivalent to 35 hours) may be exceeded in emergency circumstances with the agreement of your team leader. No payments will be made in lieu of accrued, but untaken, annual leave, except on termination of employment where it has not been possible or practical for you to take the leave.

In addition to your annual leave entitlement, full-time employees receive the statutory UK Bank Holidays and one Corporation Day, at Christmas time, which fall within the leave year.

Part-time employees will have a pro rata entitlement to annual leave. If a Bank Holiday or Corporation Day coincides with your normal duty day, you may apply for leave and, if granted, the leave is deducted from your pro-rata entitlement. If it does not coincide with a normal duty day, then the leave is not deducted from your entitlement.

If the number of duty days that coincide with Bank Holidays and the Corporation Day is less than your entitlement, the remaining allowance can be taken at other times of the year. If the number of duty days that coincide is greater than your entitlement, you should use your annual leave to make up the shortfall.

## Weekend working

If you often work weekends, recognition is granted in the form of additional leave, subject to meeting qualifying criteria. The additional leave accrued for weekend working will be added to leave entitlement and should be taken in line with the Managing Working Patterns policy.

The qualifying criteria for weekend working additional leave are:

- You must have worked 26 weekend shifts.

This figure is absolute and **not** pro-rated for part-time employees.

- A qualifying weekend occurrence is classed as a minimum of a four-hour shift worked on either a Saturday or a Sunday
- You must not be considered exempt as individuals or as part of a group, as detailed below.

Where the qualifying criteria are met, an additional seven hours (based on a 1.0 FTE, 35 hours per week) of entitlement will be granted for use by the end of the leave year.

Due to the nature of work, the following exemptions apply for the accrual of weekend working additional leave:

### Groups

#### **Sport**

*Sport specific teams based within the Content and Nations divisions*

BBC Studios Production

#### **On-Air Talent (OAT) contracts**

Performing groups

#### **Senior Leaders**

Apprentices and some trainees

#### **International recruits**

Children in Need

#### **Global News Ltd.**

Contractors and freelancers

### Individuals

**Fixed working patterns that include weekends  
(e.g., your working pattern is fixed and  
includes Saturday and/or Sunday)**

Weekend only output - Employees who work on  
output specifically at weekends  
Paid overtime - Employees that work weekends  
and are paid via Overtime

## **Additional leave**

**This entitlement does not apply to employees whose employment with the BBC began on or after 1 January 2013, regardless of whether they have any prior BBC service.**

On completion of 10 years' service, you are entitled to an additional half week of leave (equivalent to 17.5 hours for full-time workers) each year. For additional leave only, the qualifying period of 10 years completed service will be calculated irrespective of whether the service was part-time or full-time.

Service on either a continuing or fixed-term contract will count towards the 10-year qualification. Separate periods of employment will be aggregated, including secondments to other organisations.

The additional leave is half of the weekly contractual hours you are working at the start of each year in which you become entitled to the leave. If you change your hours, additional leave will be accrued and calculated based on the revised working hours. Any prior additional leave held in reserve will remain at the level at which it was accrued and will not be affected by the new working hours.

The additional leave is credited on the date you qualify and can be taken in that leave year. Subsequent entitlements are given at the start of the leave year, with annual leave, and can be taken in that year or held in reserve.

Additional leave may be held in reserve up to a maximum of eight weeks as agreed with your team leader. Thereafter, additional leave should be taken each leave year. Where this is not possible, due to operational requirements, this should be discussed with your team leader who may agree to hold such leave for a defined period.

You should submit requests for annual leave with reasonable notice. In considering requests, Team Leaders will consider your needs and the needs of the business.

Payment in lieu of additional leave on termination of employment will not be made.

## **Emergency leave**

Most personal circumstances that require time-off work should be accommodated within the normal annual leave allocation or in line with the provisions of the Supporting Working Lives policy. In emergency circumstances, however, where this is not possible, and subject to operational requirements, Team Leaders may grant leave on full pay of up to 10 days (equivalent to 70 hours, pro-rated for part time workers) in any leave year. Emergency leave should be used when you must

deal with unforeseen personal circumstances which cannot reasonably be dealt with outside working hours or by rearrangement of working hours by agreement.

In the event of disruption to commuter travel, such as from severe weather, alternative arrangements should be considered in the first instance, like working from home or changes to start and finish times, if possible.

As a public service broadcaster, our service during these times is of particular importance and, whilst your health and safety is imperative, every effort should be made to attend work or adopt flexible approaches, such as those outlined above. When this is not possible, emergency leave will be granted, unless there is demonstrable evidence that you have not made reasonable efforts to attend work.

For unpaid or paid study leave, please refer to the Learning and Development policy.

You should refer also to the 'Time-Off for Dependents' provisions in the Supporting Working Lives Policy.

## **Unpaid leave**

For other types of leave not prescribed within this policy, you may apply for a period of unpaid leave up to a maximum of three months. The granting of such a request is at the discretion of your team leader. Where you request a period of unpaid leave of greater than three months, a career break may be considered (see the Career Break Policy).

## **Elections**

You may, under normal circumstances, stand in UK parliamentary or assembly elections or a European Parliamentary election. You should give your team leader as much notice as possible if you wish to stand. You will be given up to six weeks' (equivalent to 210 hours pro-rated for part time workers) unpaid leave of absence in the period immediately prior to the election.

## **Local Government**

You may, under normal circumstances, stand in a local government election and sit on local councils. You should find out what attendance will be expected of you if elected. Where these fall within their normal pattern of your working hours, but would not conflict with operational needs, paid leave may be authorised. You are required to give as much prior notice of your intentions as possible. Leave will not be given for absences that conflict with your work duties.

We will, where possible, grant up to 18 working days' (equivalent to 126 hours, pro-rated for part time workers) paid leave per year to members of local councils, whose duties require them to attend sessions during any part of their working day, provided that such absences do not conflict with operational requirements.

If you require more leave to fulfil your requirements, then subject to operational needs, it may be granted, but as unpaid leave.

## **Magistrates**

If you are seeking appointment as a Magistrate, you should find out what attendance will be expected and give your team leader as much notice as possible of the requirements. Where these fall within the pattern of a normal working day, but do not conflict with operational needs, paid leave may be authorised. Your team leader may grant up to 18 working days' paid leave (equivalent to 126 hours, pro-rated for part time workers) per year.

If you require more leave to fulfil your requirement then, subject to operational needs, it may be granted, but as unpaid leave.

## **Reserve Forces and volunteer civilian organisations**

You should tell your team leader if you are a member of the Reserve Forces or a Volunteer Civilian Organisation, since in the event of an emergency it would be essential for a broadcasting service to be maintained.

You may be asked to provide official notification of your training and mobilisation obligations on an annual basis.

You may be granted paid leave for the purposes of training as follows:

- Reserve Forces – Three quarters of the training period up to one and a half weeks per year.
- Royal Naval Volunteer Reserve - twice the above allowance in any year in which 28 days naval training is carried out, provided that the aggregate annual allowance over a period of four years is not exceeded.
- Civilian Organisations – six sevenths of the training period if selected for a full-time instructor's training course, up to a maximum of three weeks (this is not an annual right).

Where this leave does not cover the whole duration of training, the balance of the time must be taken as unpaid leave or annual leave.

In the event of a call-out order for compulsory mobilisation, you should give your team leader the official notification of the request. Your contract will remain in force during any subsequent leave of absence.

## **Jury service and court appearances**

Paid leave is granted to employees called for jury service or when they appear as a witness on behalf of the BBC. Travelling and subsistence expenses, and any additional loss of earnings above your normal salary, e.g., overtime, must be claimed

from the court, in accordance with their rules. You must not claim for any earnings for which hawse have already paid you, e.g., your basic salary.

Unpaid leave is granted if you are called as a witness in criminal or civil proceedings.

If you appear as a defendant in criminal proceedings, your absence is offset against outstanding annual leave. If there is none, the absence is treated as unpaid leave.

## Other public service duties

If you hold certain public positions, you will be granted up to six days paid leave (equivalent to 42 hours, pro-rated for part time workers) per year to perform these duties, subject to operational requirements. These roles include:

- A member of a police authority, local education authority, educational governing body, health authority or primary care trust.
- A member of any statutory tribunal, an environmental agency or of the boards of prison visitors.

If you require more leave to fulfil your requirements then, subject to operational needs, it may be granted but as unpaid leave.

## Appendix: Proportionate Annual Leave Table

If you are entitled to proportionate annual leave, this table should be used to calculate the amount due:

Completed weeks	Annual leave entitlement (hours)	Completed weeks	Annual leave entitlement (hours)
1	3.5	27	91.0
2	7.0	28	94.5
3	10.5	29	98.0
4	14.0	30	101.5
5	17.5	31	105.0
6	21.0	32	108.5
7	24.5	33	112.0
8	28.0	34	115.5
9	31.5	35	119.0
10	35.0	36	122.5
11	38.5	37	126.0
12	42.0	38	129.5
13	45.5	39	133.0
14	49.0	40	136.5
15	52.5	41	140.0
16	56.0	42	143.5
17	59.5	43	147.0
18	63.0	44	150.5
19	66.5	45	154.0
20	70.0	46	157.5

21	73.5	47	161.0
22	77.0	48	161.0
23	77.0	49	164.5
24	80.5	50	168.0
25	84.0	51	171.5
26	87.5	52	175.0

## Related links

- [Taking time off](#)