ANNUAL LEAVE

Q1. HOW MUCH ANNUAL LEAVE AM I ENTITLED TO?

A1. For specialist and specialty registrars this depends upon the incremental point upon the salary scale that you have reached. The easiest way to check your entitlement is to look at your payslip.

If your annual basic salary is £35,952 or above then you will be entitled to 32 days (30 days annual leave plus 2 statutory days). If it is less than this then you will be entitled to 27 days (25 days annual leave plus 2 statutory days).

You will also be entitled to 8 public holidays per year.

If you are in Less Than Full Time Training your entitlement shall be pro-rata proportionate to your hours of work. For example:

A LTFT Trainee working 24 hours per week who is on the minimum point of the salary scale will be eligible to 130 hours (27 days x 8 hours x 24/40 hours). This is equivalent to 16.2 days with a standard day considered to be 8 hours.

Though an entitlement, all annual leave must be arranged and approved in accordance with the local arrangements in your Host Trust. It is also important that your annual leave entitlement is split evenly amongst all of your rotations.

Q2. WHAT ABOUT BANK HOLIDAYS?

A2. In addition to the basic Annual Leave you are also entitled to 8 public holidays per annum (Pro-rata for LTFT trainees).

If you are rostered to work, undertake emergency “on-call” or “on standby” duty on a public holiday you will receive a day off in lieu.

Where a zero hours day falls on a public holiday, the public holiday is to be taken and the zero hours day is to be taken at a mutually agreeable time within the rota cycle as agreed by the HEP and the Doctor in Training.

To work Locum shifts for the Trust on a Bank Holiday does not entitle to a day in lieu.
Q3: CAN I CARRY OVER ANNUAL LEAVE INTO THE NEXT LEAVE YEAR?

A3: You are required to notify the Host Trust/Organisation as soon as possible where it becomes apparent it is difficult to take annual leave due to staffing or service issues.

Any leave not taken within the relevant leave year will not be routinely carried over into the subsequent leave year. The Host Trust/Organisation in consultation with the LET will only agree the carryover of a maximum of five days annual leave inclusive of days in lieu of public holidays worked in very exceptional circumstances. If the carryover of this leave overlaps with a rotation, approval must be obtained from both Host Trusts/Organisations in consultation with the LET.

SICK LEAVE

Q1. WHAT DO I NEED TO DO IF I AM OFF SICK?

A1. For GPSTs in a surgery placement, in the first instance, inform your Practice Manager.

For Trainees within a Host Trust, firstly inform the hospital department within the Host Trust to allow the Host Trust to arrange contingencies. Secondly you should contact the Medical Staffing department in the Host Trust so your leave can be recorded. Alternatively, you can contact the Lead Employer Team who will relay the information to the Host Trust for you.

You then need to keep both the Host Trust and LET updated and advised of your likely date of return.

Q2. WHEN DO I NEED TO PROVIDE A MEDICAL CERTIFICATE?

A2. If you are absent for 7 calendar days or less you need to complete the SSP Employee’s Statement of Sickness Form on your return to work and submit this to the LET.

If your absence extends beyond 7 days you will be required to obtain and submit a medical certificate or ‘Fit Note’ from your GP, or a Hospital In-Patient Certificate from the treating hospital, which needs to be submitted to the LET.
MATERNITY & PATERNITY LEAVE

Q1. I HAVE JUST FOUND OUT I AM PREGNANT, WHAT DO I NEED TO DO?

A1. Send your original MAT B1 Form (provided by your doctor or midwife around the 24th week of pregnancy), together with your Application for Maternity Leave Form to the LET team at NMGH. For further information please contact the LET team via the helpdesk or access a copy of our Family Policy (Maternity, Paternity and Adoption Leave) here.

Q2. DO I ACCRUE ANNUAL LEAVE/BANK HOLIDAYS DURING MATERNITY LEAVE?

A2. Annual leave and bank holidays will continue to accrue during maternity leave; however, only a maximum of 5 days can be carried over from one leave year to another. If maternity leave crosses over into a new leave year you will be at risk of losing any annual leave not already taken in the current leave year and in this case, it is therefore recommended to schedule some annual leave prior to commencing your maternity leave.

Q3. HOW IS MY OCCUPATIONAL MATERNITY PAY CALCULATED?

A3. Occupational Maternity Pay is based on the final two salaries prior to your qualifying week, which is 15 weeks before the EWC. These amounts are added together, multiplied by 6 and divided by 52 to obtain the average weekly earnings.

Q4. WHAT IF I AM OFF SICK DURING THE PREGNANCY?

A4. Whether related or unrelated to the pregnancy, where the employee is absent from work prior to the beginning of the 4th week before the Expected Week of Confinement (EWC) this will be treated as sickness absence and should be certificated in the normal way.

If you are beyond the 4th week before EWC then sickness absence for reasons unrelated to pregnancy would be classed as ordinary sick leave and maternity leave would not commence until the date agreed.

However, a pregnancy related absence beyond the 4th week before EWC would mean that Occupational Maternity Leave (OML) would automatically commence at the beginning of the 4th week before the EWC or the beginning of the next week after the employee last worked, whichever is the later, although odd days of sickness may be disregarded.

Q5. MY PARTNER IS PREGNANT, WHAT IS THE PATERNITY LEAVE ENTITLEMENT?

A5. Those employees with 26 weeks qualifying service will be entitled to one block of two weeks’ paid leave (no odd days can be booked), to be taken at the time of the birth or in the weeks immediately following the birth. Employees with less than 26 weeks service will be entitled to 2 weeks’ unpaid leave.

A completed Application Form (Appendix 4 of the Family Policy) should be sent directly to the Payroll department.
It is now possible, when the mother returns to work before exhausting all of her Maternity Leave entitlement, to request to receive the untaken leave in the form of Additional Paternity Leave (APL).

You are required to give at least 8 week’s notice of your intention to take APL. It must be taken as one continuous period and as full weeks and can be booked for a period of between 2 and 26 weeks.

Please complete Appendix 5 of the Family Policy to request APL.
**SPECIAL LEAVE**

Q1. **WHAT CONSTITUTES SPECIAL LEAVE?**

   A1. The Trust offers a range of compassionate responses in times of urgent and unforeseen need to assist employees in balancing the demands of domestic and work responsibilities. These include:

   - **Leave for Urgent and Emergency Domestic, Personal & Family Purposes**
   - **Bereavement Leave**
   - **Parental Leave (up to 13 weeks unpaid)**
   - **Leave for Public/Civic duties**
     The amount of time off granted and whether it is paid or unpaid leave will depend upon the specific circumstances and is granted at the Host Trust’s discretion.

   - **Career Break**
     In certain circumstances doctors in Specialty Training can apply to take time Out Of Programme (OOP), including for longer term carer leave. (see below)

Q2. **I WANT TO GO OUT OF PROGRAMME, WHAT DO I NEED TO DO?**

   A2. Any queries regarding the OOP process for GPSTs should be directed to nwd.GPtraining@nw.hee.nhs.uk

   All other Trainees can access information and the OOP application on the NW Deanery website [http://www.nwpgmd.nhs.uk/time-out-of-programme](http://www.nwpgmd.nhs.uk/time-out-of-programme)
NOTICE PERIODS

Q1. I AM CONSIDERING MY RESIGNATION, WHO DO I NEED TO INFORM?

A1. Though it is important that the local Host Trust and the Training Programme Director are made aware for the purposes of arranging replacement cover, you are reminded that The Pennine Acute Hospitals NHS Trust is your employer with whom your contractual arrangement exists. As such, when tendering your resignation this must be directed to the Lead Employer Team in the first instance.

For the avoidance of doubt all resignation letters should be emailed to the Lead Employer Team at LeadEmployer@pat.nhs.uk or posted to the Lead Employer address: Lead Employer Team, Room 24, Ground Floor, Trust Headquarters, North Manchester General Hospital, Delaunays Road, Crumpsall, Manchester, M8 5RB.

Acknowledging that there are other stakeholders, however, you are asked to copy in your Host Trust Medical Staffing Manager, the Training Programme Director for your Specialty and the Specialty School Manager at the North Western Deanery.

Q2. HOW MUCH NOTICE DO I HAVE TO GIVE?

A2. If you are either a Core Trainee or LAT you are required to give one calendar month’s notice (unless you are in receipt of Career Grade salary protection in which case it will be three calendar months). If you are in run-through Specialty training or a GPST you are required to give three calendar months’ notice. The waiving of this obligation will only be considered in very exceptional circumstances and can only be agreed by your employer, the Lead Employer Team.