

**Clatterbridge Centre
for Oncology NHS
Foundation Trust**

| Name of Policy |
|--------------------------------------|
| Annual Leave and Bank Holiday Policy |
| |

| What is the aim of the policy? |
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| To provide a uniform and equitable approach to the calculation of annual leave and bank holiday entitlements which take into account the entitlements and arrangements defined under Agenda for Change |
| <i>NOTE - Quote directly from policy documentation.</i> |

| What outcomes do we want to achieve for this policy or function, & for whom? |
|--|
| To ensure that all staff are aware of their entitlement to annual leave and bank holidays |
| <i>NOTE - Wherever possible in responding to these questions, be specific, & name organisations, individuals &/or equality categories: Race, Gender, Age, Disability, Religious &/or Sexual Identity.</i> |

| Who are the key stakeholders in the policy? |
|--|
| The employee |
| The Trust |
| HR |
| Departments |

| Who is intended to benefit from this policy, & in what way? |
|--|
| All Trust staff |

NOTE - Wherever possible in responding to these questions, be specific & name organisations, individuals &/or equality categories

What impact will the proposal have on any services currently provided or on our staff and/or stakeholders

None

How do the outcomes help or hinder other organisational objectives, policies or values?

N/A

If there are associated objectives of the policy, what are they?

The policy is to determine annual leave entitlement in hours not days for all staff regardless of whether the employee is full time or part time. The benefit for all is that as entitlement is calculated in hours, it ensures equity for all by ensuring that staff who work variable hours/shifts do not receive either more or less leave than colleagues who work a standard pattern

Who implements the policy & who is responsible for it?

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Heads of Department ,HR

How relevant is the policy to each Equality category? Based on your answers above, is the policy of High, Medium, or Low relevance:

(tick one box for each Equality category)

| Category | High | Medium | Low |
|---------------------------|-------------|---------------|------------|
| Age | | | x |
| Disability | | | x |
| Ethnicity (Race) | | | x |
| Gender (Sex) | | | x |
| Religion or Belief | | | x |
| Sexual Orientation | | | x |

Are there any concerns the policy could have a differential impact on the grounds of racial or ethnic origin?

No

Are there any concerns the policy could have a differential impact on the grounds of religion or belief?

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No

Are there any concerns the policy could have a differential impact on the grounds of disability?

No

Are there any concerns the policy could have a differential impact on the grounds of age?

No

Are there any concerns the policy could have a differential impact on the grounds of sexual orientation?

No

Are there any concerns the policy could have a differential impact on the grounds of gender?

No

Is there enough evidence to proceed directly to a Full Impact Assessment?

Y N

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