[Research](https://www.bupa.co.uk/business/news-and-information/why-holidays-are-good-for-employees-health)has shown that taking regular annual leave has a positive impact on work productivity and performance, and reduces the risk of workplace accidents and stress. We would encourage you to take time off when you can and not bank annual leave for the following year. Banking annual leave can in itself present a number of health and wellbeing problems as well as operational problems. Please take this opportunity to discuss your annual leave with your line manager and plan when you can take your leave.

The Annual Leave period for this year is from 1 August 2022 - 31 July 2023.

* **Carrying leave forward**

If you cannot use all of your holiday allowance by 31st July 2023, for operational reasons, you may carry forward up to 36 hours pro rata. In a change of process this will not be ‘automatic’ and you will need your line manager to authorise it as per the [annual leave policy](https://www.stmarys.ac.uk/hr/docs/forms-policies-and-procedures/annual-leave-policy.pdf). Please use the below form to request annual leave carry over for up to 36 hours (5 days).

[Up to 36 hours (5days) carry over form](https://eu.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=89091e21-2911-4453-84af-3d7b5b92c4e6&env=eu&acct=7918cd83-3a18-495c-b0b9-a9bf9a44c858&v=2)

* **Exceptional circumstances further carry over (up to 36 hours)**

In addition to the above carry over, if you wish to carry over more of your remaining annual leave balance (up to 36 hours pro rata) you will need this signed off by your line manager and the Dean/Director/Head of Service for your area.

[Exceptional annual leave carry over form – up to 72 hours (10 days)](https://eu.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=9a346f15-a347-4758-9227-bf9bd459adb5&env=eu&acct=7918cd83-3a18-495c-b0b9-a9bf9a44c858&v=2)