Annual Leave

**Exceeded entitlement**

In June, as part of the holiday reset process, HR will look at individuals who have exceeded their annual leave entitlement.

Those affected will be written to, to confirm the number of days/hours exceeded, and the cost of these days/hours. They will be given 2 options:

* 1. Have the cost of the exceeded annual leave deducted from their pay over 3 months (typically July-September); or
	2. Have the exceeded annual leave deducted from the next year’s annual leave entitlement

**Note**: option 2 will not be accepted if the annual leave in the next year falls below statutory minimum requirements.

If an individual does not notify HR by the date specified, the default option – option 1 – will be applied.

In all cases, line managers of affected individuals will be notified of the exceeded entitlement. In very exceptional circumstances, a line manager might agree alternative arrangements with an individual e.g. allowing them to make up the time equivalent to the exceeded annual leave over a 3-month period without the payment of overtime or TOIL. It is advisable to discuss any alternative arrangements with HR.