



GUIDANCE
ON
ANNUAL
LEAVE

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Guidance on Annual Leave

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1. List of Commonly used Abbreviations

LU	-	London Underground
T/Op	-	Train Operator, Instructor Operator, Signal Stock Train Operator
TOM	-	Train Operations Manager
TFC	-	Trains Functional Council
Bank Holiday	-	Bank / Public Holiday
PTOA	-	Professional Train Operators Agreement

2. Introduction

- 2.1 The primary purpose of this publication is to provide local management and staff with a set of guidelines, which must be followed, for the allocation of annual leave in a fair and transparent way, making efficient use of available resources and a process for representatives to audit this annual leave allocation.
- 2.2 It explains annual leave entitlements, the arrangements on how T/Ops will be allocated block annual leave, annual leave arising from sickness on block annual leave and how annual leave is granted for odd annual leave days that remain outstanding when block annual leave has been allocated.

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- 2.3 The TOM at a train crew depot is the manager accountable for ensuring that this guidance is implemented.

3. Annual Leave Entitlement

- 3.1 Full time T/Ops are entitled to 43 annual leave days per year.
- 3.2 Long service leave. For staff with 25 or more years' continuous service 1 additional day will be added to their leave entitlement.
- 3.3 For staff with 40 or more years' continuous service 2 additional days will be added to their leave entitlement. (Note these two days equate to 1 day for exceeding 25 years service plus a further day for exceeding 40 years service).

Note: Where there is broken service, then the 'aggregation of service' rules apply.

- 3.4 Reduced Hours and Job Share Train Operators annual leave is pro rata.

4. Types of Annual Leave

- 4.1 Block annual leave. These are allocated in two-week blocks, four times a year. This annual leave is generated from January to January and taken from March to March each year. Annual leave periods are based on the depot annual leave rotation and vary from year to year.
- 4.2 Odd days of annual leave. These are the annual leave days that remain once the four two-week blocks of annual leave have been allocated and Christmas Day has been deducted.
- 4.3 Annual leave generated from sickness and other non-attendance such as Jury Service, Maternity Leave, Military Service etc. This annual leave is owed to staff when they were off sick during their block annual leave.
- 4.4 Carried forward annual leave. This is annual leave that is carried over from one year to the next because it is not possible for it to be taken. For example, if sickness occurred over annual leave close to the end of the annual leave year or where annual leave is owing to a member of staff that was sick over a long period of time covering the end of one annual leave year and the beginning of the next one.
- 4.5 Deducted annual leave. In the event when T/Op is booked off on Christmas Day and / or Boxing Day and does not have the sufficient odd days of annual leave, these days can be deducted from another annual leave period.

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5. Allocation of Block Annual Leave

- 5.1 All T/Ops employed at a depot must be allocated annual leave in blocks of two weeks, this includes rostered, pool, upgrade, project, job-share, flexible working and reduced hours T/Ops. This information must be displayed at every train crew depot.
- 5.2 If block annual leave falls on rest day covers following nights and the week after this, only 8 annual leave days are lost. As a result the number of odd days of annual leave outstanding can be greater than 3.
- 5.3 T/Ops will have their blocks of annual leave rotated from year to year based on the agreed depot rotation displayed at the depot.

6. Re-allocation of Block Annual Leave Owing to Sickness

- 6.1 If a T/Op falls sick on block annual leave, it will be necessary for this annual leave to be taken at another time (PTOA).
- 6.2 At the return to work interview or within 7 days of return to work from sickness, the T/Op will meet with an accountable manager, who will mutually agree when the annual leave will be taken. If agreement can not be reached, then it should be referred to the TOM to resolve.
- 6.3 If the return from sickness is towards the end of the annual leave year and cannot be taken, then the mutually agreed block annual leave to be taken will be carried over to the following annual leave year; this is still subject to 6.2.
- 6.4 Annual leave that cannot be taken in one annual leave year will be carried over until the next annual leave year.

7. Bank Holidays and Bank Holiday type working

- 7.1 T/Ops are able to apply to take annual leave on Bank Holidays and during the period from Christmas until the New Year. However, the granting of these days is subject to agreement between the local representatives and management.
- 7.2 Annual leave allocation on Bank Holidays is undertaken by local representatives and management and covered under a separate agreement (refer to SWAG).

8. Odd Days of Annual Leave – 28 days notice

- 8.1 T/Ops that submit their request for any remaining days of annual leave in writing, with a minimum of 28 days notice, will have their submissions processed and agreed in date of application order. At certain times, e.g. bank / public holidays, this facility may not be able to be met. Any failure to grant properly applied requests for leave must be justifiable (see appendix 1).

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Application and Process for Odd Days of Annual Leave

- 8.2 To ensure annual leave requests are granted T/Ops must submit their request, in writing, to take odd days of annual leave at least 28 days in advance for this process to apply.
- 8.3 Upon receiving a request for annual leave a response from the Duty Manager must be given within 7 days. If a response is not given by the Duty Manager, then it will be assumed that the annual leave has been granted.
- 8.4 When receiving a request the Duty Manager must consider resourcing the covering of the annual leave from annual leave covers, pool operator cover, line pool cover and spare coverage.
- 8.5 Overloads of annual leave periods are not a sufficient reason for turning down an annual leave request.

Odd Days of Annual Leave – less than 28 days

- 8.6 T/Ops may request annual leave with less than 28 days notice. Any refusal to grant this annual leave must be fully justified.
- 8.7 It is expected in the majority of cases that all such annual leave requests will be granted.
- 8.8 If odd days of annual leave are unable to be taken within the current annual leave year and are carried over to the following annual leave year, they still remain as odd days.

NB: The current minimum establishment at each depot is contained in appendix 2.

9. Public / Bank Holidays / Boxing Day

- 9.1 Requests for annual leave on Public / Bank Holidays / Boxing Day are covered under a separate agreement (SWAG).

10. Annual Leave - General

- 10.1 T/Ops can undertake mutual changeovers of annual leave (this may be one or two weeks of annual leave). All changeovers will need to be approved by the TOM (refer to appendix 3, section 9 PTOA).
- 10.2 T/Ops can apply to move block annual leave to take multiple blocks of annual leave together, for example, for overseas travel etc. T/Ops can also request to carry over to the following annual leave year annual leave that is required for a specific purpose (this is not annual leave that arises from sickness; refer to appendix 3, section 8 PTOA).

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11. Depot Syndicates

- 11.1 Where a T/Op has requested and been allocated an annual leave day(s), this annual leave cannot be exchanged by a depot syndicate.

12. Administration

- 12.1 Staff transferred or promoted into a depot will be allocated to a vacant position within the leave rosters for the following year for the depot. Existing annual leave arrangements will be honoured.
- 12.2 T/Ops who have been notified that they are transferring out of the depot should not be given alternative blocks of annual leave which may impact negatively on the receiving depot. Mutual changeovers of annual leave with other train operators are not affected.
- 12.3 Directly recruited train operators will be allocated pro-rata leave during the year of entry, and then be allocated to a vacant position on the leave roster for the following year.
- 12.4 It is the responsibility for management to ensure that blocks of annual leave are distributed evenly. To ensure that this is the case the following should be undertaken at the local committee meeting:
- 12.4.1 Continuous monitoring of annual leave periods to ensure that over / under loading does not occur.
- 12.4.2 When T/Ops are expected to transfer or leave the depot then a re-balancing exercise is undertaken. This may involve targeting T/Ops that are on over-loaded periods or speaking to the T/Op that will be replacing the leaving one.
- 12.4.3 On a 3-monthly basis all outstanding annual leave of T/Ops, other than rostered annual leave, will be reviewed. Any T/Ops with more than 3 days will be written to as a reminder.
- 12.4.4 Vacant periods of block leave will be displayed continuously at the depot.
- 12.5 Where possible, there will be a single point of contact responsible at the depot for all annual leave requests and issues involving annual leave associated with this agreement on a continuous basis.
- 12.6 Standing level 1 agenda items will include:
- Vacant annual leave periods
 - Mutual changeovers of annual leave
 - Outstanding T/Op annual leave
 - The voluntary and compulsory moving of T/Ops to annual leave periods
 - Requests for annual leave together with outcomes

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13. Documents for Reference

PTOA

Trains Functional Council – Christmas and New Year Working Agreement Guidelines for

Trainstaff Duty Schedules and Rotas

Framework Agreement for Train Staff

Guidelines for Trainstaff Duty Schedules and Rotas

Machinery of Negotiation and Consultation

Right to work on Bank / Public holidays

28 – Day Annual Leave Agreement

Salary Administration Handbook

Managers Handbook

Contract of employment

Appendix 1

Agreement for Odd Days Annual Leave Requests

The existing Agreement

Upon request, staff may apply in writing for any remaining days annual leave to be booked up in advance, if requested in writing a minimum of 28 days in advance. Applications will be processed and agreed in date of application order. At certain times e.g. bank / public holidays or special events this facility may not be able to be met. Any failure to grant properly applied for leave must be justifiable

The following clarifies the above Agreement but does not replace it.

Definition

Odd days of annual leave are those days of annual leave that are owing to an individual once the 4 blocks of annual leave have been allocated.

If not already on block leave or rest day on Christmas Day then one of these odd days will be allocated.

Request for odd days of annual leave

Where a train operator requests an odd day(s) of annual leave giving 28 days notice a written response will be given within 7 days. If a response is not received by the train operator within this time then it will be assumed that the annual leave request has been granted.

When receiving a request the Duty Manager must consider (must use) resourcing the covering of the leave from annual leave covers, pool operator cover, line pool cover and spare coverage.

Using the above it is almost certain that any such annual leave requests will be accepted.

Annual leave requests can be turned down on Public / Bank holidays / Special Events where it is expected there might be large applications for annual leave.

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Appendix 2

Current minimum establishment at a depot

<u>Line</u>	<u>Depot</u>	<u>Location Code</u>	<u>Min Nos</u>	<u>Odd Days</u>	<u>Average Per Day</u>	<u>3 %</u>
Bakerloo	Elephant & Castle	(ELET)	88	264	0.72	3
	Queens Park	(QPKT)	102	306	0.84	3
Bakerloo Line Annual Leave Coverage						6
Central	Hainault	(HAIT)	136	408	1.12	4
	Leytonstone	(LYST)	120.5	361.5	0.99	4
	White City	(WCTT)	89	267	0.73	3
	West Ruislip	(WRPT)	71.5	214.5	0.59	2
	Loughton	(LTNT)	54	162	0.44	2
Central Line Annual Leave Coverage						15
Victoria	Seven Sisters	(SVST)	164.5	493.5	1.35	5
	Brixton	(BRXT)	89	267	0.73	3
Victoria Line Annual Leave Coverage						8
Jubilee	North Greenwich	(NGWT)	55	165	0.45	2
	Wembley Park	(WPKT)	192	576	1.58	6
	Stratford	(SFDT)	122.5	367.5	1.01	4
Jubilee Line Annual Leave Coverage						12
Northern	High Barnet	(HBTT)	95	285	0.78	3
	East Finchley	(EFYT)	83	249	0.68	2
	Golders Green	(GGRT)	193	579	1.59	6
	Morden	(MORT)	212.5	637.5	1.75	6
Northern Line Annual Leave Coverage						19
Piccadilly	Acton Town (P)	(ACPT)	124.5	373.5	1.02	4
	Arnos Grove	(AGRT)	258.5	775.5	2.12	8
	Northfields	(NFDT)	123.5	370.5	1.02	4
Piccadilly Line Annual Leave Coverage						16
Hammersmith & City and Circle	Barking (C&H)	(BKGT)	55	165	0.45	2
	Edgware Road	(ERDT)	102.5	307.5	0.84	3
	Hammersmith	(HMST)	81	243	0.67	2
Hammersmith & City and Circle lines Annual Leave Coverage						7
District	Acton Town (D)	(ACDT)	117	351	0.96	4
	Barking (D)	(BKGT)	68.5	205.5	0.56	2
	Earls Court	(ECTT)	143	429	1.18	4
	Upminster	(UPMT)	137	411	1.13	4
District Line Annual Leave Coverage						14

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Metropolitan	Neasden	(NEAT)	114.5	343.5	0.94	3
	Rickmansworth	(RKYT)	75.5	226.5	0.62	2
	Harrow on the Hill	(HOHT)	118	354	0.97	4
	Metropolitan Line Annual Leave Coverage					9
TOTAL			3386.5	10159.5	27.83	104

1st column indicates the specific Line.

2nd and 3rd columns indicate the depot and depot code.

4th column is the current minimum establishment at a depot as of 8 March 2015.

5th column indicates the number of odd days based on 3 per train operator.

6th column indicate the average numbers of days needed to be covered per day spread over 365 days in order to use up all of the odd days of annual leave at a depot.

7th column indicates the minimum number of annual leave days to be granted each day at the depot based on 3% rounded to the nearest whole number.

Under each Line there is a total of annual leave coverage for the Line as a whole which is consistent with the current agreement.

From the above data, there will be few occasions where the minimum numbers will be exceeded at a depot given how few actual odd days there are. Also, many of these days will be taken either on Bank Holidays or over the Christmas period.

Appendix 3

PTOA Extracts

Paragraph 6 of Appendix 6 to the PTOA

Where staff have been certified sick during an annual leave fortnight, he / she will take any outstanding leave as a result as soon as possible following return to duty, as mutually agreed with the Train Operations Manager. Leave will be carried over to a new leave taking year, only where the return to work is close to the end of the current leave year. In this event, the leave will be allocated to a mutually agreed vacant fortnight.

Paragraph 5 of Appendix 6 to the PTOA

Any remaining days leave entitlement not covered by the above arrangements, or authorised absence for other reasons, will be taken on dates mutually agreed between the employee and the Trains Operations Manager. Upon request, staff may apply in writing for any remaining days annual leave to be booked up in advance, if requested in writing a minimum of 28 days in advance. Applications will be processed and agreed in date of application order. At certain times e.g. bank / public holidays or special events this facility may not be able to be met. Any failure to grant properly applied for leave must be justifiable.

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Paragraph 7 of Appendix 6 to the PTOA

Staff transferred or promoted into a depot will be allocated to a vacant position within the leave rosters for the following year for the depot. Existing annual leave arrangements will be honoured. Direct recruit train operators will be allocated prorata leave during the year of entry and then be allocated to a vacant position on the leave roster for the following year.

8. Staff requiring continuous leave over two weeks in duration, not in accordance with the above arrangements, may apply in writing to their Train Operations Manager. Applications must be received by 30 June for such leave in January – June of the following year, and by 30 November for such leave in July – December of the following year. Preference will be given to those applicants who have not made use of these facilities in previous years. Those who have made use of it most recently will be given the lowest priority.

9. Mutual exchanges of leave periods with a depot must be notified in advance and approved by the Train Operations Manager. All leave will be interchangeable in one-week blocks. Staff may apply for vacant leave periods at least 4 weeks in advance. Applications will be processed in date of application order and be agreed by the Train Operations Manager.