

From: Jason Wilson [jason.wilson@royalmail.com]
Sent: 30 September 2020 09:37
To: David Wilshire; Stephen Halliwell; Mahmood Ali
Cc: Shaun Glover
Subject: Annual Leave Approach - Update
Attachments: Excessive Leave and POAL letter (final).docx; Email 1 - employee has excessive leave and is POAL (final).docx; Excessive Leave Letter (final).docx; Email 2 - employee has excessive leave (final).docx

Importance: High

Hi Dave, Steve, Mahmood

Firstly many thanks for your time and engagement in our recent discussions relating to the annual leave validation exercise we wish to start in the near future.

As promised and following our discussions today we did agree that the scripts were appropriate to the target populations and you stated that you would need to share these with the senior officers and seek final sign off at your upcoming PEC meeting on 09/10/2020. Please therefore find attached the documents we shared and discussed. I have left the highlighted changes on these so you can make direct comparisons with the documents from January - and just to reaffirm the changes mainly relate to timeline differences and us having moved on some 6 months since those original discussions back at the start of this year.

In addition I would like to confirm that our original position of seeking to stop current annual leave purchase for employees with high annual leave balances this holiday year has now been removed and will not be pursued at this time. We do however want to encourage managers to ensure that dialogue and discussion takes place relating to purchase to remind people of that fact and that they continue to pay for this where high leave balances do exist. As per the scripts it might be appropriate in agreement with the individual to cancel such purchase until leave balances are reduced and this would lead to employees benefiting from higher basic pay while not purchasing that additional leave. The window for employees to start or cease their purchase of additional leave (their individual choice) will actually commence from next month, so this approach is very timely.

Shaun will pick up direct with Steve to address the resumption of the working group and I will pose the question raised relating to where the policy question flowing from your annual conference this year should now sit. I will confirm as soon as I have been able to gain that clarity.

Once again many thanks and please provide feedback once you have held the PEC forum so we can agree final launch timelines.

Kind Regards

Jason

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