

Email subject heading(attached to email will be a copy of letter sent to employees)

ACTION REQUIRED – Employees with excessive Annual Leave and currently Purchasing additional Annual Leave DEADLINE XX/XX/XXXX(We need to confirm the new deadline date).

Dear <Manager's First Name>

We have reviewed the annual leave balances for all frontline staff in operations who purchase annual leave (POAL). Your team member, <Employee Pay Number><Employee Name>, currently has an outstanding annual leave balance of <XXXX hours> recorded on PSP.

RMG policy allows employees to carry forward up to 5 days annual leave (or contractual equivalent) from one year to the next but anything more than that requires agreement with their line manager. Whilst we appreciate that some people deliberately build up annual leave in anticipation of specific future events (e.g. long holidays to see family abroad), we also know that some people haven't had leave booked in PSP or not taken the annual leave they're entitled to over successive years.

As <Employee Pay Number><Employee Name>, is currently purchasing Annual Leave, and also has untaken leave above the 5 day policy, we want to check that:

- a) they know that they are purchasing leave – which they pay for through a reduction in pay
- b) they know any outstanding annual leave above 5 days at the end of each year needs to be agreed with you as their Line Manager.

If their untaken annual leave at the end of this year is likely to be above 5 days (or contractual equivalent) and they do not have a specific future event next year to use it up, then it is recommended they cease purchasing Annual Leave (POAL) for 2021/22. They can opt back in again between October 2021 and February 2022 for the 2022/23 leave year or between the same months for future years. Where POAL is cancelled the pay deduction for the purchase of leave will cease at the end of this leave year and they will benefit from higher basic pay through next financial year. The choice to cancel is the employee's decision, however, should they choose to continue to purchase, the required leave must be built into your annual leave and resourcing plan.

ACTION REQUIRED

Please meet with <Employee Name> and confirm that their annual leave carried forward balance is correct by reviewing their annual leave card on PSP. You should provide the employee a copy of their annual leave card. You should involve their union representative where possible in the discussion and most importantly on any resourcing changes or changes to the locally agreed annual leave system.

1. **If the annual leave balance is correct** - Please agree a plan with the individual to use their annual leave. Remind them that if more than 5 days are to remain then **this must be agreed with you** as per the policy, however, burning off outstanding leave can be set over a reasonable time period to enable annual leave being taken at mutually beneficial times for the employee and the business. **If purchasing additional leave will lead to the individual carrying forward more than 5 days into the next holiday year then please discuss with the employee and agree whether to cancel the purchase of additional leave via PSP from October 2020.** A guide on how to cancel POAL is available here (link). The choice to cancel is the employee's decision, should they choose to continue to purchase, the required leave must be built into your annual leave and resourcing plan.
2. **If the annual leave 'carry forward' balance is not correct** - This means PSP has not been updated correctly. Please complete the short form on sharepoint [via this link for EACH employee](#) stating the employee's pay number and the new, correct carryover balance in hours. HR Services will amend directly into PSP.
3. Finally, please confirm the conversation is complete and corrective action has been undertaken following the above link. **The deadline for completion is XX/XX/XXXX (We need to confirm the new date).**

Please note, we are writing to you as you are the <manager's relationship to employee> of <Employee Name> and are therefore responsible for ensuring that their annual leave balance is accurate on PSP. If you are not the immediate Line Manager of <Employee Name> then we have written to you because the Line Manager position is vacant on PSP.

If you have any questions then please respond to this email