

Dear ,

You should be aware that last year in Royal Mail we undertook a joint exercise with the CWU to review levels of outstanding Annual Leave across the Operation. As a result, we can see that you carried forward more than 1.5 weeks (or contractual equivalent) into this annual leave year (2020-21).

Royal Mail Group policy allows you 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 your 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 booked/taken the annual leave they're entitled to over successive years, and in some cases the records held may be wrong.

What we would like you to do is:

1. Confirm with your Line Manager and CWU representative your outstanding Annual Leave (a copy of your Annual Leave Card will be provided by your Line Manager)
2. Discuss with your Line Manager your plan to use up your leave, this can be set over a reasonable time period to enable annual leave being taken at mutually beneficial times for you and the business (he/she will also have received a copy of this letter)

It is very important that annual leave hours are correctly recorded and that this exercise is undertaken. Thank you for your support to ensure the annual leave record held for you is correct.

If you have any questions, please talk to your Line Manager.