

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

ACTION REQUIRED – Employees with excessive 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. 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>, has untaken leave above the 5 day policy, we want to check that:

a) they know any outstanding annual leave above 5 days (or contractual equivalent) at the end of each year needs to be agreed with you as their Line Manager.

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 (or contractual equivalent) 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.
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