

Guidance on Carry Forward of Annual Leave

Following the release of [DL2021/03](#), the information below sets out guidance for staff and managers, including the system updates required, due to the carry forward of annual leave to 2021/22.

Guidance to Staff

Where possible, you should still utilise your annual leave entitlement as it is important that you are allowed time away from work to rest and recuperate. Maintaining the wellbeing of NHS Staff during the pandemic is essential and all efforts must continue to allow you to take annual leave.

In the current circumstances, due to the Covid pandemic, you may have found yourself in a position of not being able to take all your annual leave in the current leave year. Where this is the case, you should discuss this with your manager in the first instance.

All Annual Leave Carry Over will require Director approval upon submission, together with a background on the reason for request of carry over.

For AFC Staff

- Any member of staff on AFC terms and conditions who has annual leave remaining as at 31 March 2021, may carry their untaken annual leave forward to the 2021-22 annual leave year, provided this is discussed and agreed with your manager.
- The normal 5 day carry forward rule will not apply for staff who have been unable to take their annual leave because of the COVID-19 emergency.

For Medical & Dental Staff

- Any medical and dental staff who have not taken their full annual leave entitlement in their individual 2020-21 leave year will be entitled to carry forward all untaken leave into their 2021-22 leave year. It will be added to your existing contractual entitlement and normal processes for agreeing your annual leave will apply.

Guidance to Managers

All Managers should aim for all their staff to have taken at least their statutory leave of 28 days (includes 20 days of annual leave and 8 public holidays) by 31 March 2021.

Where this has not been possible due to either staff shortages and service demand, or other reasons such as sick leave, the line manager should discuss and agree a plan with staff for what annual leave may still be able to be taken this year (2020/21), and what will be carried forward into the 2021-22 annual leave year.

Where staff have annual leave which was carried forward from the 2019-2020 leave year, after being prevented from taking this leave due to Covid-19 reasons, this leave may continue to carry forward but must be taken before **31 March 2022**.

Requirement to Update Systems

- All carry forward annual leave should be recorded on [eESS](#) through the NHS managers self-service/Absence Carried Over tab. Further guidance on entering details of the carry forward leave can be found on the eESS Support Site under **Managers** then the **HR records** tab called [Absence Management – Carry Over](#).
- All leave is required to be recorded within [Scottish Standard Time System \(SSTS\)](#). The majority of Business Units utilise crown flexi for the recording of annual leave, however in addition annual leave should also be recorded within SSTS.