



## **Annual Leave – Technical Implementation Note**

At the National Joint Negotiating Committee (NJNC) – Side Table (Support) meeting on Thursday 18 May 2017, the recommendations of the Annual Leave Subcommittee Meeting of Wednesday 29 March 2017 were agreed.

The agreement is as follows:

- No change to annual leave entitlements for the leave year 2015/16, as applied.
- From 1<sup>st</sup> April 2016, the total minimum annual leave entitlement for support staff will be 39 days. The additional days will be taken as flexible days, subject to the exigencies of the service. (Individual colleges may need to temporarily adjust their current carry over rules depending on the college leave year dates).
- Any increase in annual leave will be applied pro rata for part time staff.
- This agreement does not change the number of current local fixed days. The total minimum annual leave entitlement will be a package of 39 days, made up of a balance of fixed and flexible days.
- There is no change to maximum leave entitlements at this time, nor any change to the entitlements of existing staff who are currently in receipt of more than 39 days.
- Once agreed, this will allow the subcommittee to progress to the next part of the 2016/17 Pay Agreement – to provide a report and recommendations by the end of June 2017 on a unitary and common package of overall annual leave, inclusive of flexible and fixed days.
- This agreement represents full implementation of the 2015/16 Agreement as it pertains to annual leave.

### **Technical Implementation Notes**

1. All colleges who are signatories to the National Recognition and Procedures Agreement (NRPA), are to implement the change to minimum annual leave entitlements from 1<sup>st</sup> April 2016.
2. For colleges who are not signatories to the NRPA, the recommendation from the NJNC is that college boards apply the changes to annual leave.
3. Colleges who have minimum annual leave entitlements in excess of 39 days, will maintain this entitlement.
4. The 39 days is a total minimum leave package and will be a mixture of flexible and current local fixed days. Any additional days added as a result of this agreement will be added to the flexible entitlement.
5. Colleges have different leave year start and end dates and will require to apply the increase on a pro rata basis from 1<sup>st</sup> April 2016. For the implementation of this agreement only, figures should be rounded up to the nearest 0.5 FTE day, to be applied pro-rata to part-time staff.

6. College leave years will remain as they are at present pending further discussion through the Annual Leave Subcommittee. Colleges may require to adjust their carry over arrangements to allow staff to take advantage of the increased leave entitlement. This adjustment should be temporary. No increase to holiday entitlement, as a result of the implementation of this agreement, will be lost through carry over arrangements.
7. Any additional leave given, as a result of this agreement, should be taken, where possible, during the next 12 month period.
8. Non-consolidated holidays, provided at a local or national level, should not be taken into consideration for the calculation or application of the minimum 39 days annual leave.
9. Colleges will continue to apply incremental service increases to annual leave, where applicable, although the differentials will change as the minimum is brought up to 39. For example, where a college would normally give an additional 5 days holiday for five years' service, this will change to an additional 4 days if the minimum has increased to 39 by 1 day.
10. There is no change to existing maximum leave entitlements and no change to current locally determined fixed days.

### **Clarification**

If any clarification is sought this should be directed to the joint secretaries, [john.gribben@collegesscotland.ac.uk](mailto:john.gribben@collegesscotland.ac.uk) or [john.gallacher@unison.co.uk](mailto:john.gallacher@unison.co.uk). A joint response will be provided to all requests for clarification.