**MEDWAY MAIL CENTRE**

**Annual Leave Agreement**

**Processing and Distribution**

1. Leave allocation will commence in September for completion by the end of October. The process will entail the completion of leave sheets. The process agreed for the allocation of leave during this period is attached – see Annex A.
2. The yearly leave period will be for 49 wks which excludes the 3 weeks commencing 30th November, 7th December & 14th December.
3. Distribution and processing staff will have a separate leave selection process although both functions will comply with similar principles in this agreement.
4. Leave will be allocated by shift and work area as detailed in Annex B
5. Deputy Managers will be aligned to the managerial leave selection process.
6. The blocks Annex C used to identify the leave selection process and separation as detailed in Annex B (No. 4 above) will be created using seniority (due to major changes to duty structures in the last year). The blocks will form part of all further years unless a further major change or revision occurs. If staff move shifts or work areas and require to be placed in a new block from this year onwards they will have to be placed at the bottom of the block. Anyone who leaves a block will result in the gap being closed by all staff moving up one.
7. The criteria used to determine the blocks will be shift/work area/skills/attendance pattern.
8. The first pick will be based on seniority. On completion of the first pick the names within the block will then rotate so that the second pick will commence with the most senior individual who didn’t get their first pick. The same process will then take place for the third pick. A record of the final positions in the block will be kept and this will form the starting point for the following year’s allocation
9. The leave ceilings Annex C will be agreed using workload forecasts. The methodology of arriving at these forecasts will be shared with the CWU.
10. If lead in or out days are required including travel arrangements altering, leave request will be treated as ‘short notice leave requests’; the Resourcing Manager may request proof of these changes
11. Any requests for leave changes outside of the annual re-sign period need to be applied for with a minimum **2** week notice. This will be automatically granted if there is a vacant slot within the relevant leave ceiling. Where no slot is available the decision to grant/not grant the leave will be made by the SRM who will look at operational viability and in some cases exceptional circumstances will also be considered.
12. Odd days leave should be booked as far in advance as possible (and not less than 48hrs); these requests will be accommodated if the leave ceiling is not already reached. However exceptional circumstances may be taken into account by the Resourcing Manager if the leave ceiling has been reached and granted if operationally possible. Emergency requests out of SRM working hours will be dealt directly by the Shift Managers.
13. Where half days occur through leave entitlement ie 4wk 2.5 days, then they will be allowed to select this in line with the processes contained within this agreement. Full days cannot be split into half days.
14. Only one week can be split into days and can only be booked during the 3rd Pick, or in line with 12 above.
15. Leave give backs will only be allowed but staff must be prepared to rebook the leave immediately. The necessary paperwork will need to be submitted at a minimum of 2 week in advance of the give back date. Anyone who is in the annual leave diary expressing an interest in any weeks given back will be asked if they wish to be placed in the vacant week slot.
16. Up to a maximum 5 days leave can be carried from one leave year to another unless specifically requested and agreed with the staff resourcing manager or prolonged absence from work prevents the leave being taken within the current leave year.
17. Those who purchase annual leave have a clear point for applying for this and clear point for ceasing this which is advertised and controlled by the resourcing unit year on year (October to February). There is also a clear commitment that leave purchased can only be booked where spaces exist in the leave spread and cannot be deemed as a right to take leave where leave ceilings are already at their maximum. An annual WTL brief will be put out detailing the process. This will take place in September of each year.
18. Those who opt not to select all their leave weeks during the annual pick process or fail to return forms on the date specified when applying for leave will only be granted leave where spaces are available. By not picking leave at the correct time could restrict your ability to get leave when you want it.
19. Under PSP leave allocation is now calculated in hours. Therefore short and long days taken as leave will have a different impact on the remaining leave calculation.
20. To ensure maximum leave opportunities, when considering annual leave requests, manual duty holders, if trained, may switch to cover any mech vacancies in the event of a lack of reserves. This can only be done through the Resource Centre. This will allow for an overall leave ceiling to be balanced across work area ceiling ie if a gap exists in a manual group a mech operator maybe allowed to book leave if the skills can be covered. This will only occur once the leave selection process has been completed. Staff may then look to rebook leave accordingly.
21. An annual leave diary will be kept to ensure leave requested over the ceiling can be accommodated should leave for that week become available.
22. Change of leave request forms will be available.
23. Registered Couples (co-habiting) must be notified in advance with the Resource Centre. They will be linked as one person for the purpose of their annual leave selection. They will rotate within the nominated persons group and will be tagged as one pick under the leave process.
24. Attempts will be made to accommodate requests for specific leave dates due to religious holidays but these must be applied for in the first pick. Subsequent requests will be subject to the criteria laid out within this agreement.
25. Outstanding leave will be regularly reviewed to ensure that leave is taken throughout the year. Leave will be allocated if individuals do not respond to requests to book leave from the Resource Centre. The cut-off date for the allocation of leave will be firstly during the leave selection process and allocated again at the beginning of September/October in that leave year.
26. To assist in the above a list of available leave slots will be clearly displayed throughout the year. This list will be updated on a weekly basis.

Review

A review of this agreement will take place no later than the end of June 2015.

Any changes to this agreement will be subject to resolution through the I.R Framework.

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Paul Cox Sue Willmott

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Date Date