

## 8.3 Anticipation of Future Annual Leave

A staff member, in the last 3 months of the year, who is faced with a compelling but unforeseen obligation involving absence from duty and whose annual leave has been exhausted, may be allowed to avail of 2 days annual leave allowance from the next leave year.

This may not be granted, however, if the line manager feels that the staff member will not give sufficient future service to cover the annual leave which they wish to take.

### How to apply

- The relevant dates should be discussed, agreed and recorded with the staff member and the line manager
- Once the Core HR annual leave balance has been updated for the relevant year, the annual leave must be applied for via Core Employee Self Service (selecting any days from 1<sup>st</sup> January onwards) and approved by the line manager in the usual manner

| Version | Revision Date | Summary of Changes                    | Policy Owner  |
|---------|---------------|---------------------------------------|---------------|
| 2.0     | October 2020  | Updated to reflect Core HR recording. | HR - Services |