

Long-Term Sickness Absence and Annual Leave Entitlement

Protocols

- 1. Carry Over of Leave from One Leave Year to the Next** – where an employee has been unable to take annual leave because of long-term sickness absence, the maximum possible carry over is the statutory entitlement of 20 days (pro rata for part-time employees). Please see the guidance on [Calculation of Annual Leave Entitlement Following Long Term Sickness Absence](#).
- 2. Leave Requests During Long-Term Sickness Absence** – employees have the right to request a period of paid leave during their sickness absence. Please see the protocols on [Payment of Annual Leave during Long Term Sickness Absence](#).
- 3. Final Leave Year** – if employment is terminated and the employee has been on long-term sickness absence up to that point, the pro rata contractual leave entitlement should be applied for the final leave year.
- 4. Long-term Sickness Absence for Part of Leave Year** – on return to work following a period of long-term sickness absence, employees should be encouraged to take outstanding annual leave before the end of the leave year. Where the employee has returned to work, normal contractual carry over arrangements of up to 10 days will apply at the next carry over point.