

## **Annual Leave/Foreign Travel FAQs**

### ➤ **Using/ requesting and calculating Annual Leave**

#### **How do I calculate my annual leave entitlement excluding Public Holidays?**

Your annual leave entitlement is based on your continuous service with the Council and any organisations recognised by PKC for annual leave purposes.

Annual Leave and Public Holiday entitlements are normally expressed in hours over the leave year as shown in the [entitlement table](#).

#### **I am currently working at home and I have not planned any holidays, should I book leave?**

Yes, all employees are encouraged to book annual leave. If you are working from home, you are expected to schedule appropriate annual leave to ensure that you have a break from work. This is especially important if you are working from home on a longer term basis.

As at any other times, annual leave should be spread throughout the leave year to ensure that you get adequate breaks throughout the year. You should continue to discuss leave with your Manager/interim Manager and submit a request via MyView. Guidance on [how to submit leave](#) via MyView is available.

#### **The employee does not have access to MyView to book their leave, what should they do?**

Employees should be able to access MyView from home using the following link - <https://www.pkc.gov.uk/myview>. If the employee is having difficulty accessing MyView or need a password re-set they should contact [HRSystems@pkc.gov.uk](mailto:HRSystems@pkc.gov.uk)

### ➤ **Self-Isolation/ Covid absence (excluding Foreign Travel)**

#### **I am currently on annual leave and have been told to self-isolate by Test and Protect/NHS Protect Scotland app – can I reclaim my annual leave?**

Any leave booked during the isolation period, excluding public holidays, can be cancelled and re-booked at a later date per the [Covid Classification guidance](#).

#### **I am currently on annual leave and have contracted COVID-19 – can I claim back my leave?**

Yes, you will be able to claim back your annual leave without the requirement of a GP's fit note. Please let your Manager know as soon as you are off ill and no longer on annual leave for reporting purposes

## **I am self-isolating but able to work at home, can I get my pre-booked annual leave back?**

Yes, any leave booked during the isolation period, excluding public holidays, can be cancelled and re-booked at a later date. You should discuss with your Line Manager who will record the appropriate [Covid Classification category](#) on MyView.

## **I've just returned to work from being on Self-isolation leave; and my pre booked annual leave for later this month has disappeared; why is this?**

Any leave you had previously booked for after the period you were off, will need to be re-booked in [MyView](#). The leave has disappeared as Self-Isolation Leave and/or Notifiable Infectious Disease Leave over-ride (cancel) any previously booked leave in MyView.

If these have been removed from MyView, you should re-apply for them in the normal way. This includes any public holiday dates which had been removed. Guidance on [how to submit leave](#) via MyView is available.

## ➤ **Carry Forward Leave**

### **Will I be able to carry forward unused annual leave?**

Subject to the agreement of your Line Manager you will be able to carry forward up to the equivalent of your weekly contracted hours which must be taken by 31 March.

You may also wish to consider requesting to bank up to 5 days (equivalent of your contracted hours), pro-rated for part time employees, to take in accordance with the [Banked Leave Scheme](#).

In exceptional circumstances, where you have been engaged in Coronavirus related activity and have been unable to take annual leave entitlement, you may be able to carry forward additional leave where a balance remains after the deduction of the standard carry forward and banked leave. You should discuss with your Line Manager who will request approval from your Head of Service.

## ➤ **Foreign Travel**

### **What happens if I contract Coronavirus whilst abroad?**

You should make yourself aware of the isolation requirements in the visiting country and advise your Line Manager as soon as possible.

### **Positive Covid-19 Test Results**

- If you test positive for Covid-19 and are unwell regardless if you are at home or abroad then this will be recorded as a Covid-19 absence with paid special leave from the date you informed your Line Manager. Your Line Manager may request sight of evidence of your positive test result so you should retain any text or email you receive.

- If you are unable to travel home because you are a close contact of a family member or other travelling companion who has tested positive for Covid-19 which will delay your return to work you should discuss with your Manager how you will cover the additional time needed. This could be by using additional annual leave, flexi-time or time off in lieu already accrued. If you have any additional carry forward of annual leave from 2020 under the special arrangements put in place due to the pandemic you will be expected to use this time before other leave that may be available to you. If there are no alternatives available or these are insufficient to cover the full period required, unpaid leave will apply.

### What happens if the rules change in the in the country I am travelling to?

Prior to booking any foreign travel It is your responsibility to understand the rules for travelling abroad to/from Scotland and that there are implications if the rules change when you are on holiday.

You will have to follow all Scottish Government advice - [Coronavirus \(COVID-19\): international travel and managed isolation \(quarantine\)](#).

You should discuss with your Manager prior to booking.

### What do I do if I need to isolate on return from holiday?

You should make yourself aware of the [rules on the process for entering Scotland](#) prior to arranging any foreign travel.

If you are **well but unable to attend work** on your due return date as anticipated you will **not** be entitled to paid special leave. You should therefore discuss this possibility with your Line Manager before going on holiday to reach a mutually acceptable agreement. Options include;

- Using additional annual leave, flexi-time or time off in lieu already accrued. If you have any additional carry forward of annual leave from 2020 under the special arrangements put in place due to the pandemic you will be expected to use this time before other leave that may be available to you.
- Agreeing that you will work additional hours on your return. Managers have flexibility to apply discretion over what would be a reasonable timescale for allocated duties to be undertaken and should monitor to ensure work carried out as agreed. However, it is expected all additional hours will be worked within the current leave year (academic year in education settings and during the calendar year for all other employees)
- If there are no alternatives available or these are insufficient to cover the full period required, unpaid leave will apply.

**Further guidance** – Managers may wish to contact their HR Officer for any further guidance, on a case by case basis.