NOA Healthcare

Caring is our passion... Compassion is our belief...

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Requesting Annual Leave Procedure 022

NOA Staff and Members who hold a direct contract with NOA Healthcare are entitled to Annual Leave.

Leave entitlement for those eligible to claim leave is 5.6 weeks per year.

The NOA Leave Year runs from April to March.

Annual leave is calculated on completed colander months only. (2.33 days per completed month)

Staff or Member submits Annual Leave form, giving twice the notice of the length of leave requested by detailing:-

A) Number of day's entitlement for the present leave year.
B) Number of day's entitlement already booked or taken.
C) Requested dates and number of days.
D) Entitlement balance remaining in days.
E) Signed and dated.

Annual Leave request form details checked against any contractual or AWR "qualifying period" variations.
Request checked for any conflicts with Company prime demand periods.

Request granted if no conflicts identified.
Form signed, recorded and returned to applicant.

Request referred to Senior Officer for decision if conflicts are identified

Senior Officer considers if counter-notice is appropriate. Form signed, recorded and returned to the applicant, giving the same length of notice as the leave requested.

Records updated once leave has been taken.

All leave entitlement must be taken within the leave year it accrued.