# Annual Leave FAQs

## 19 March 2024

These FAQs cover Annual Leave, Bank Holidays, Carry Over leave, Bought Leave, and the Recognition Day for 2024.

### Annual leave

**When can I book annual leave for 2024/25?**

You can book annual leave for the next leave year (1 April 2024 – 31 March 2025) now. When the new leave year begins on 1 April, any annual leave you have booked will still appear and you will not have to book again.

**What is my annual leave entitlement for 2024/25?**

You will see your new annual leave entitlement on Dynamics 365 from 1 April, and this will include any automatic carry over leave from 2023/24. Your available balance as of 31 March 2025 will include your carry over figure, leave entitlement and any leave that you have already booked off for the 2024/25 period.

If you want to check your entitlement before then, please use the [Annual leave calculator](https://inside.barnardos.org.uk/people-and-culture/taking-time/annual-leave-calculator) on Inside Barnardo’s.

**How do I view my annual leave balance?**
From 1 April, on the Time off, Balances page in Dynamics, under the ‘As at date’ field, select 31 March 2025, which is the end of the new leave year. Then click Apply. This will display your available balance for the leave year 2024/25.

**What is the difference between Current balance and Available balance?**
The balances show your leave entitlement minus any leave you have taken. The Current balance column will show you how much annual leave entitlement you’ve accrued and taken so far, and the Available balance column will indicate the total amount of leave you can still request until 31 March 2025, our current leave year end.

**How do I request the correct amount of annual leave to be taken?**
Annual leave is entered into Dynamics in hours. When booking leave, the amount of hours per day will default to 24 and you will need to click into the amount and update this. You should enter the number of hours you were due to work on that day.

### Bank Holidays

**Can I carry over Bank Holidays?**

No. You must use your Bank Holiday entitlement for the 2023/24 leave year by 31 March. If you have any Bank Holidays left, you do have the option to swap any booked Annual Leave for a Bank Holiday. This is because you can automatically carry over up to 1 week’s contractual hours of annual leave to the next leave year, but you cannot carry Bank Holidays over.

To do this, you will need to cancel the relevant booked annual leave day on Dynamics 365, ask your manager to approve the cancellation, and then re-book as a Bank Holiday. See the process below.

* On Dynamics 365, click on Employee Self Service > View time off > Approved time off or Time off requests (if it hasn’t been approved yet)
* Select the leave you wish to cancel and click ‘cancel time off’
* This will be sent to your manager for approval under ‘work items assigned to me’ on their Dynamics 365
* This will then be sent back to the colleague for approval under ‘work items assigned to me’
* Only once both approvals are complete is the leave removed
* The cancellation will show with zero hours against it
* You can then book your Bank Holiday in the usual way

### Carry over leave

**How much leave can I carry over?**

As in previous years and as detailed in our Policy, annual leave of up to 1 week’s contractual hours can be carried over into the next leave year and this will be reflected on the D365 system. Permission to carry over annual leave in excess of 1 week’s contractual hours will be given only in exceptional circumstances and requests must be made in writing to the manager before the leave year ends.

**Can I carry over any existing Carry Over leave to 2024/25?**

No. You must use your existing Carry Over leave for the 2023/24 leave year by 31 March. If you have any existing Carry Over hours left, you do have the option to swap any booked Annual Leave for Carry Over leave. This is because you can automatically carry over up to 1 week’s entitlement of your contractual hours of annual leave to the next leave year.

To do this, you will need to cancel the relevant booked annual leave day on Dynamics 365, ask your manager to approve the cancellation, and then re-book as a Carry Over leave day. See the process below:

* On Dynamics 365, click on Employee Self Service > View time off > Approved time off or Time off requests (if it hasn’t been approved yet)
* Select the leave you wish to cancel and click ‘cancel time off’
* This will be sent to your manager for approval under ‘work items assigned to me’ on their Dynamics 365
* This will then be sent back to the colleague for approval under ‘work items assigned to me’
* Only once both approvals are complete is the leave removed
* The cancellation will show with zero hours against it
* You can then book your Carry Over leave in the usual way

### Bought leave

**Can I carry over any existing Bought leave to 2024/25?**

No. You must use your existing Bought leave for the 2023/24 leave year by 31 March. If you have any existing Bought leave days left, you do have the option to swap any booked Annual Leave for Bought leave. This is because you can automatically carry over up to 1 week’s entitlement of your contractual hours of annual leave to the next leave year.

To do this, you will need to cancel the relevant booked annual leave day on Dynamics 365, ask your manager to approve the cancellation, and then re-book as a Bought leave day. See the process below:

* On Dynamics 365, click on Employee Self Service > View time off > Approved time off or Time off requests (if it hasn’t been approved yet)
* Select the leave you wish to cancel and click ‘cancel time off’
* This will be sent to your manager for approval under ‘work items assigned to me’ on their Dynamics 365
* This will then be sent back to the colleague for approval under ‘work items assigned to me’
* Only once both approvals are complete is the leave removed
* The cancellation will show with zero hours against it
* You can then book your Bought leave in the usual way

### Recognition Day

**What is the Recognition Day? Am I entitled to it?**
Following the pay, reward, and recognition review from 2023, we offer an additional paid Recognition Day, per annual leave year to all eligible colleagues who are employed on Barnardo’s terms and conditions of employment.  See the [Recognition Day](https://inside.barnardos.org.uk/recognition-day) page on Inside Barnardo’s for all details.

You will see the Recognition Day in your leave balance, but you will only be able to book it once you have successfully completed your probationary period. Please do not book this leave type until you have successfully completed your probationary period and received written confirmation.

The Recognition Day does not apply to TUPE or As-and-When colleagues.

For Term Time Only (TTO) colleagues, the Recognition Day will be added to your hours and paid in the same way as your annual leave and bank holidays. As with your annual leave and bank holiday entitlement, this will not be available to book through the D365 system.

If you believe you should have the Recognition Day but still can’t see it, please speak to your line manager.

**Can I carry over my Recognition Day to 2024/25?**

No. You must use your Recognition Day for the 2023/24 leave year by 31 March. If you have your Recognition Day left, you do have the option to swap any booked Annual Leave for the Recognition Day. This is because you can automatically carry over up to 1 week’s entitlement of your contractual hours of annual leave to the next leave year.

To do this, you will need to cancel the relevant booked annual leave day on Dynamics 365, ask your manager to approve the cancellation, and then re-book as a Recognition Day. See the process below:

* On Dynamics 365, click on Employee Self Service > View time off > Approved time off or Time off requests (if it hasn’t been approved yet)
* Select the leave you wish to cancel and click ‘cancel time off’
* This will be sent to your manager for approval under ‘work items assigned to me’ on their Dynamics 365
* This will then be sent back to the colleague for approval under ‘work items assigned to me’
* Only once both approvals are complete is the leave removed
* The cancellation will show with zero hours against it
* You can then book your Recognition Day in the usual way