

During and after adoption leave: Individuals (Former BERR)

Annual leave

Your contractual annual leave continues to accrue during the Ordinary Adoption Leave Period (the first 26 weeks) as if you were at work.

You will also continue to earn contractual annual leave during Additional Adoption Leave (the second 26 weeks). So you are entitled to contractual annual leave during the whole of your adoption leave period during both ordinary adoption leave and any period additional adoption leave you take. Therefore you will be entitled to your normal annual leave entitlement for the complete period of your adoption leave. This leave can be anticipated and taken with any annual leave you already have. You are encouraged to take any outstanding leave due to you before you start your adoption leave. You should calculate your leave entitlement and you and your line manager agree how this will be taken. This can be anticipated and taken with any outstanding leave before you start your adoption leave or at the end of your adoption leave period before you return to work.

The normal rules for the carry over of annual leave should apply unless there are particular circumstances that prevent you from taking all your leave.

Public and privilege days also continue to accrue during the whole adoption leave period.

Further information is available about **Annual leave** and the **Working Time Regulations** or please contact **HR First**.