

Ref: FOI2023/10489

September 2023

Dear [REDACTED]

Thank you for your email of 30 August 2023 to the Ministry of Defence (MOD), seeking information about annual leave.

You requested the following information:

*“Please include the following information for the 2019/20, 2020/21, 2021/22 and 2022/23 financial years:*

- The total number of annual leave days that were rolled over*
- The average per employee number of annual leave days rolled over*
- The approximate value of the annual leave days that were rolled over for all employees, if this can be calculated*

*If leave is calculated on a calendar rather than financial year basis, please include that. If it is not possible to provide the information requested due to the information exceeding the cost of compliance limits identified in Section 12, please provide advice and assistance, under the Section 16 obligations of the Act, as to how I can refine my request”.*

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the MOD and I can confirm that all information is held in scope of your request and provided in the table below.

For your request, ‘unused’ has been taken to mean leave not taken in one leave year that has been carried forward into the next one. Where individuals have an annual leave record, at the start of every leave year they are required to record the number of days or hours they have carried forward from the previous year.

To provide the data below, where staff record annual leave in hours this has been converted into days. The below table details the number of days annual leave carried over for each of the last five leave years as recorded on both the current and previous HR systems (noting due to COVID19 between 2020 and 2022 all employees were able to carry over up to and including the decimalised hourly equivalent of 15 days annual leave, and up to 20 days by exception).

	2022-23	2021-22	2020-21	2019-20
<b>Total Days Carried Forward</b>	422,951	469,928	365,601	275,540
<b>Average Days Carried Forward</b>	7.9	9.2	7.2	5.6
<b>Approx Value</b>	£81.1M	£93.8M	£70.4M	£50.9M

Results have been provided from 1 May - 30 April each year, which is the MOD standard leave year for all employees.

Results are based on what has been recorded by core workforce in MOD HR systems (initially HRMS, and then MyHR from February 2022). This covers all MOD TLBs (including SDA and DES) but excludes RFA and all other agencies/arm's length bodies.

Please note that not all MOD employees' leave is captured electronically; not all employees have access to HR systems and recording leave in this manner has historically not been mandated for all employees. Although records are monitored by line managers and are potentially subject to audit, leave records held are entered via self-service by individuals and accuracy cannot be guaranteed on data captured in this manner,

Annual leave across MOD is currently recorded in hours by all individuals. Historically, it was recorded in a combination of hours or days, depending on the working pattern of the individual concerned. In order to standardise the response, leave recorded in hours has been converted to days using a divisor of 7.4, which represents the number of hours in a standard working day for nationally based office workers. No account has been taken for individuals working alternative shift patterns or rosters etc.

Since the introduction of MyHR, MOD leave years have run from May to April for all employees. Although this pattern has always been widely adopted, a limited number of duty stations applied different methodology locally (e.g. based on original hire date or birth date). For the purpose of this response, all annual leave carried forward at some point during the leave year has been included in the totals.

The average number of days carried forward into each leave year is based on the total amount of leave carried forward, divided by the number of leave records held for the corresponding leave year. No account has been taken for leave records that have not been recorded electronically on central HR systems.

Under Section 16 of the FOIA (Information and Assistance), I can advise that MOD policy permits civil servant employees to carry-over up to ten days of annual leave. Additional annual leave beyond this limit may be agreed with the line-manager in exceptional circumstances, with these limits pro-rated for part-time employees.

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail [CIO-FOI-IR@mod.gov.uk](mailto:CIO-FOI-IR@mod.gov.uk)). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until

the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely



Defence Business Services Secretariat