

Annual Leave Carry Forward 2020/21 and 2021/22

It is recognised that the COVID-19 (coronavirus) pandemic has meant that many staff members have been unable to take the majority of their accrued annual leave. Following the advice of the [Working Time \(Coronavirus\) \(Amendment\) Regulations 2020](#), LSE has confirmed that staff may carry over more annual leave than the standard 5 days into the next two annual leave years 2021 and 2022. The maximum carry over is 20 days for full time staff (pro-rata for part-time staff) and will apply during the next two leave years.

The number of untaken days you had remaining on 31st December 2020 will dictate how many days/hours you are able to carry forward over the next two leave years. This figure is adjusted pro-rata for part-time staff.

The following scenarios show how your leave carry forward is calculated, depending on your untaken leave entitlement as at 31 December 2020. There are three scenarios - please refer to the one which fits your own situation. Pro-rata rules apply.

As at **31st December 2020** I had:

- **Less than 5 days (35 hours) remaining**
Standard 5 day carry forward rules will apply for 2020/21 and 2021/22
See Scenario A
- **More than 5 days (35 hours) remaining, but less than 20 days (140 hours)**
Carry forward exception rule will apply. The figure remaining on 31st December 2020 will be the maximum number of carry forward days available for 2020/21 and 2021/22
See Scenario B
- **More than 20 days (140 hours)**
Carry forward exception rule will apply. A cap of 20 days (pro-rata for part-time staff) will be applied and will be the maximum number of carry forward days available for 2020/21 and 2021/22
See Scenario C

If you have a carry forward adjustment added to your annual leave entitlement, this is the maximum number of carry forward days which will be applied for 2020/21 and 2021/22. If you have fewer days remaining than your cap as at 31st December 2021, then only your remaining balance will be carried forward.

NB: The number of days you have remaining at the end of the leave year relies on all Bank Holidays and School Closure days that fall on your working day to be booked and approved on MyView. Please check your Calendar on MyView to check that all of these have been booked. You can view the relevant dates [here](#).

If you have any queries about your remaining balance, carry forward or school closure and bank holidays, please contact hr.admin@lse.ac.uk

Scenario A

As at **31st December 2020** I had **Less than 5 days (35 hours) remaining**

*NB: this presumes that carry forward from 2019/20 has been used up

Full-time

Entitlement as at 31st December 2020	
Core Entitlement:	41 days
Entitlement Taken:	38 days*
Entitlement Remaining:	3 days
Carry Forward Cap	5 days standard
2020/21 Carry Forward	3 days
2021/22 Carry Forward	Up to 5 days
2022/23 Carry Forward	Up to 5 days

*Figures includes the 16 Bank Holiday and School Closure days

Part-time

<i>Working hours/FTE:</i>	28 hours a week / 0.8 FTE
<i>Work Pattern:</i>	Mon, Tues, Weds, Thurs; 9.30am – 5.30pm
Entitlement as at 31st December 2020	
Core Entitlement:	230 hours
Entitlement taken:	203 Hours*
Annual Leave Remaining:	27 Hours
Carry Forward Cap	35 hours standard
2020/21 Carry Forward	27 hours
2021/22 Carry Forward	Up to 35 hours standard
2022/23 Carry Forward	Up to 35 hours standard

*Figures includes the pro rata of 16 Bank Holiday and School Closure days, depending on particular work pattern

Any additional carry forward for 2022 to be agreed and approved by line manager on MyView.

Scenario B

As at 31st December 2020 I had more than 5 days (35 hours) remaining, but less than 20 days (140 hours)

Full-time

Entitlement as at 31st December 2020	
Core Entitlement:	41 days
Entitlement Taken:	28 days*
Annual Leave Remaining:	13 days
Carry Forward Cap	13 days
2020/21 Carry Forward	13 days
Entitlement as at 31st December 2021	
2020/21 Carry Forward:	13 days
Core Entitlement:	41 days
2020/21 Carry Forward Taken:	13 days*
2020/21 Carry Forward Remaining:	0 days
Annual Leave Taken:	33 days*
Annual Leave Remaining:	8 days
2021/22 Carry Forward:	8 days
2022/23 Carry Forward:	up to 5 days

*Figures include the 16 Bank Holiday and School Closure days taken across the year

Part-time

<i>Working hours/FTE:</i>	21 hours a week / 0.6 FTE
<i>Work Pattern:</i>	Mon, Tues, Weds; 9.30am – 5.30pm
Entitlement as at 31st December 2020	
Core Entitlement:	172.5 hours
Entitlement Taken:	119 hours*
Entitlement Remaining:	53.5 hours
Carry Forward Cap	0.6 x 140 hours = 84 hours
2020/21 Carry Forward	53.5 hours
Entitlement as at 31st December 2021	
2020/21 Carry Forward:	53.5 hours
Core Entitlement:	172.5 hours
2020/21 Carry Forward Taken:	53.5*
2020/21 Carry Forward Remaining:	0
Annual Leave Taken:	161 hours*
Annual Leave Remaining:	11.5 hours
2021/22 Carry Forward:	11.5 hours
2022/23 Carry Forward:	up to 35 hours

*Figures include the pro rata of 16 Bank Holiday and School Closure days, depending on particular work pattern

Scenario C

As at 31st December 2020 I had more than 20 days (140 hours)

Full-time

Entitlement as at 31st December 2020	
Core Entitlement:	41 days
Entitlement Taken:	19 days*
Entitlement Remaining:	22 days
Carry Forward Cap	20 days
2020/21 Carry Forward	20 days
Entitlement as at 31st December 2021	
2020/21 Carry Forward:	20 days
Core Entitlement:	41 days
2020/21 Carry Forward Taken:	20*
2020/21 Carry Forward Remaining:	0
Entitlement Taken:	34 days
Entitlement Remaining:	7 days
2021/22 Carry Forward:	7 days
2022/23 Carry Forward:	up to 5 days

*Figures include the 16 Bank Holiday and School Closure days taken across the year

Part-time

<i>Working hours/FTE:</i>	21 hours a week / 0.6 FTE
<i>Work Pattern:</i>	Mon, Tues, Weds; 9.30am – 5.30pm
Entitlement as at 31st December 2020	
Core Entitlement:	172.5 hours
Entitlement taken:	87.5 hours*
Entitlement Remaining:	85 hours
Carry Forward Cap	0.6 x 140 hours = 84 hours
2020/21 Carry Forward	84 hours
Entitlement as at 31st December 2021	
2020/21 Carry Forward:	84 hours
Core Entitlement:	172.5 hours
2020/21 Carry Forward Taken:	84 hours*
2020/21 Carry Forward Remaining:	0
Entitlement Taken:	151.5 hours*
Entitlement Remaining:	21 hours
2021/22 Carry Forward:	21 hours
2022/23 Carry Forward:	up to 35 hours

*Figures include the pro rata of 16 Bank Holiday and School Closure days, depending on particular work pattern

Frequently Asked Questions (FAQs)

Q: I work part time, how do you pro-rate my carry forward cap?

A: Your FTE is multiplied by the maximum 20-day (140 hour) cap. The number of hours remaining (if below the cap) will be your carry forward entitlement. Any hours remaining in excess of the cap will be lost.

*e.g. I work 28 hours a week (0.8FTE) and my remaining balance at 31.12.20 is **below** the cap*

140 hours x 0.8 = 112 hours carry forward cap

Hours remaining on 31.12.20 = 98 hours

Carry forward = 98 hours

*e.g. I work 28 hours a week (0.8FTE) and my remaining balance at 31.12.20 is **above** the cap*

140 hours x 0.8 = 112 hours carry forward cap

Hours remaining on 31.12.20 = 125 hours

Carry forward = 112 hours

Q: I had less than 5 days remaining in 2020 so the carry forward exception rule does not apply to me. However, as at 31st December 2021 I will have more than 5 days remaining, can I carry over more than 5?

A: Additional carry forward should only be approved in exceptional circumstances and will require approval from your line manager via the Carry Forward Request form on MyView.

Q: What happens at the end of the 2-year period, on 31st December 2022?

A: The carry forward exception rules will cease and the standard 5 day carry forward rule will apply. Any untaken days remaining more than this will be lost. Any employees wishing to carry over more than the standard 5 days will need approval from their line manager via the Carry Forward Request form on MyView.

Q: What will my carry forward balance be in 2022/23?

A: Providing there are no further changes to the Working Time Regulations, we expect the standard 5 day carry forward rule (pro-rata for part-time staff) will apply. Any employees wishing to carry over more than the standard 5 days will need approval from their line manager via the Carry Forward Request form on MyView.

Q: My MyView account says I have insufficient balance, what do I do?

A: Please contact hr.admin@lse.ac.uk who will add in your annual leave entitlement for you.

Q: My annual leave entitlement and/or carry forward balance does not seem right to me. What do I do?

A: Please email details of your query to hr.admin@lse.ac.uk who will look into this for you.

Q: I need to cancel holiday that I did not take in 2020 OR I need to add in a new holiday record for 2020. This will affect my 2021 carry forward entitlement, what do I do?

A: Please email details to hr.admin@lse.ac.uk who will update this for you.

Q: If I can carry forward 20 days in two years, isn't this actually 40 days that I carry forward?

A: No, the cap is applied over a 2-year span, i.e. a total of up to 20 days can be carried forward in total over a period of 2 years.

Q: If I have AL left in 2021, why isn't that added to my carry over from the previous year?

A: The carry forward rule spans two years to account for the issues arisen from the pandemic, where many employees were unable to take the majority of their annual leave during 2020. This carry forward rule was introduced as an exceptional measure in response to an exceptional event. At other times, including during 2021, staff are expected and encouraged to continue to take annual leave throughout the year in line with the School's normal annual leave procedure.

Q: What happens to my carry forward if I have recently returned from maternity/shared parental leave?

A: if you have recently/will be returning from maternity or shared parental leave, any untaken annual leave is carried forward, inclusive of the annual leave entitlement you accrued whilst you were away from work. You have the option of taking this leave before your return to work or using it throughout the next leave year. Please discuss any direct arrangements with your line manager.

A note for managers: Please ensure that you approve all annual leave requests promptly to ensure that staff entitlements are up to date. All Bank Holidays and School Closure days for new and part-time staff must be booked and approved to ensure the correct number of days are carried forward automatically by the MyView system.