

WEBSITE SUMMARY FORM

Please ensure that you complete this form for publishing on our website

DETAILS OF COMPLETED EQUALITY IMPACT ASSESSMENT	KEY FINDINGS	FUTURE ACTIONS	TIMESCALES
<div> <div></div> <div>Directorate</div> <div>HR,OD & CG</div> <div>Name of Function or Policy</div> <div>Annual Leave Guidance</div> <div>Brief description of aims of the Policy/Function</div> <div>Annual leave Guidance covers all PCT employees under Agenda for change terms and conditions, it gives guidelines on how annual leave is accrued and how to manage this in your team in respect to part timers to ensure consistency.</div> <div>Status of Function or Policy (i.e. new, changing, existing)</div> <div>Updated</div> <div>Name of Lead Officer Completing the Assessment</div> <div>Peter Smith</div> <div>Date of Assessment</div> <div>17 December 2007</div> </div>	<p>This policy includes the additional service years which may affect employees who are of a certain age where it would be impossible to have gained that service criteria at the age they are. E.g. a 20 year old would not have 10 years service to have 33 days holiday. However these are A4C terms and conditions and are not PCT driven, therefore these cannot be changed.</p>	<p>Equality Impact Assessment due when policy renewed.</p>	<p>Valid until December 2009.</p>