Royal Marsden School of Cancer Nursing and Rehabilitation

Annual Leave for Nurses undertaking the Rotational programme in Cancer Care

1. Introduction
This policy applies to those nurses who are recruited into full time employment within the Royal Marsden NHS Foundation Trust to undertake the rotational programme in cancer care, undertaking three six-month placements in different clinical areas across the Trust in an eighteen month period.

Annual leave entitlement is calculated according to length of NHS service (see appendix 1). As the rotation programme spans 2 annual leave periods, annual leave must be spread equally throughout the eighteen month period (50% of the annual entitlement in each placement). Bank holidays must be taken during the placement in which they occur.

2. Booking annual leave
Annual leave for each placement must be booked according to the normal leave procedure:
- Check availability of leave with appropriate ward
- Ask the appropriate ward sister / charge nurse to authorise request(s)
- Complete requested leave on annual leave record sheet (within the Competency Assessment Document)

No leave can be taken without the Ward Sister / Charge Nurse’s authorization.

3. Attendance at modules
Students are expected to attend all module study days - annual leave cannot be taken when they are expected to be in the school

4. Annual leave entitlement for students who are Trust employees prior to commencing the course
If a nurse is a Trust employee prior to commencing the rotation programme, all outstanding annual leave must be taken prior to the course beginning.

If there are exceptional circumstances where this has not been possible, the student must discuss their circumstances with the Rotation Lead and the Ward Sister / Charge Nurse of their first clinical placement. There is no guarantee that annual leave can be carried over into the diploma year.

If annual leave in excess of the annual leave entitlement has been taken before the course begins this will be adjusted accordingly during the course.
Appendix 1.

<table>
<thead>
<tr>
<th>AL entitlement</th>
<th>Placement 1</th>
<th>Placement 2</th>
<th>Placement 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>On appointment</td>
<td>AL = 101.25 hrs (13.5 days)</td>
<td>AL = 101.25 hrs</td>
<td>AL = 101.25 hrs</td>
</tr>
<tr>
<td>27 days</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>After 5 yrs service</td>
<td>AL = 108.75 hrs (14.5 days)</td>
<td>AL = 108.75 hrs</td>
<td>AL = 108.75 hrs</td>
</tr>
<tr>
<td>29 days</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>After 10 yrs service</td>
<td>AL = 123.75 hrs (16.5 days)</td>
<td>AL = 123.75 hrs</td>
<td>AL = 123.75 hrs</td>
</tr>
<tr>
<td>33 days</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

BH entitlement

must be taken during the placement in which they occur

1 AL day = 7.5 hours
1 Bank holiday = 7.5 hours

Related policies:

Ensuring Competency in Clinical Practice for Nurses Undertaking a Rotational Programme in Cancer Care

Rotation Programme recruitment policy