

Community
Dental
Service

2015

Assimilation Guidance – Annual leave

Introduction of a new contract for the Community Dental Service – Annual leave

- 1.0 A new contract for the Community Dental Service (CDS) in Northern Ireland has been agreed and will be implemented in March 2019. The effective date for the contract is the **1st April 2015**.
- 1.1 In addition to changes to the community dental service pay structure, it has been agreed that the CDS annual leave year will be changed. The current leave year is May to June and it has been agreed that this is changed to April - March in line with all other health service staff.
- 1.2 It has been agreed that statutory holidays already taken prior to implementation of the contract on 1st April 2019 are not to be deducted from the leave entitlement. The new arrangements in relation to statutory holidays will be effective from 1st April 2019 onwards.

Principles

- 2.0 The following general principles have been agreed:
- That no one in this staff group should suffer a detriment as a result of the changes to the leave year, neither should they benefit from the change.
 - Those dentists with 30 days leave entitlement immediately prior to the introduction of the contract on the 1st April 2015 will retain the entitlement, on a protected basis until their service catches up.
 - It is recognised that most dentists in this staff group will be entitled the higher number of days leave under the new contract due to their length of service. This should be taken into account when calculating leave.

New Terms and Conditions of Service

3.0 Annual Leave and Statutory Holidays entitlements

- 3.1 For full time staff the two statutory days (13th of July and third day at Christmas) will be converted into an additional two days annual leave with effect from 1st April 2019.

- Statutory Holidays – 10 days per annum

- 3.2 Having considered the leave arrangements in other regions and to recognise and reward long service, staff employed for more than 10 years will see their leave increased to 33 days (from 32). The (non protected) leave arrangements will therefore be as follows:

- Dentists on appointment – 27 days per annum plus 10 public holidays
 - After five years service – 29 days per annum plus 10 public holidays
 - After ten years service – 33 days per annum plus 10 public holidays
- 3.3 Existing staff whose current entitlement exceeds the agree leave allowance outlined above will have their current leave entitlement protected until such times as the new leave allowance apply.
- 3.4 Less than full time dentists will be entitled to annual and statutory holidays at a rate of no less than pro-rata to the number of annual and statutory holidays for a full-time dentist. Going forward from 1st April 2019 statutory holiday entitlement for less than full time dentists shall be added to annual leave entitlement and any statutory holiday will be taken from the total annual leave allowance. Both annual and statutory leave should be calculated in hours.

Assimilation from the effective date 1st April 2015

4.0 For those dentists with protected leave (30 days).

The following assimilation process should be carried out:

Leave Year 2014/15 Immediately prior to the introduction of the contract.

- Entitlement would have been for the period 1st June 2014 until 31st May 2015 the entitlement was 30 days.
 - As the new leave year has been adjusted to 1st April 2015 the entitlement for the shortened leave year is 25 days.

New contract introduced 1st April 2015

- Leave year 2015/16 which would have been from 1st April 2015 until 31st March 2016. The entitlement was 30* days.
 - The total due for the period 1st June 2014 until 31st March 2016 is 55 days. (25+30)
- Leave year 2016/17 the entitlement from 1st April 2016 is 30* days

- Leave year 17/18 – the entitlement is 30* days
- Leave year 18/19 – 30* days +/- any leave not taken in any of the previous years

* *protected leave*

4.1 It has been agreed that to ensure accurate calculation of leave, HSC Trusts should add the entitlements in each year together giving a total of 145 days over 5 years, any over or under taken leave should be added to or taken away from this figure.

Table 1

Dentist with 30 days protected leave – for all dentists who were appointed prior to the introduction of the new contract in April 2015.

2014-15 (1 st June 2014 to 31 st March 2015) Old contract	leave entitlement for 10 months	25 days
On introduction of the new contract 2015-16 (1 st April 2015 to 31 st March 2016)	Leave entitlement for 12 months	30 days + any unused c/fwd leave from previous shortened leave year*
2016-17 (1 st April 2016 to 31 st March 2017)	leave entitlement for 12 months	30* days + c/fwd leave
2017-18 (1 st April – 31 st March 2018)	Leave entitlement for 12 months	30* days + c/fwd leave
2018-19 (1 st April – 31 st March 2019)	Leave entitlement for 12 months	30* days + c/fwd leave
Total number of leave days 2014 – 2019 (covering 5 year period)		145 days (minus annual leave already taken – any untaken leave may be carried forward to 2019/20)

**Where a dentist's leave entitlement changes during the assimilation period as a result of length of service the new entitlement should be taken into account when calculating the total leave due.*

Table 2

Dentist with over 10 years service prior to 1st April 2015

2014-15 (1 st June 2014 to 31 st March 2015) Old contract	leave entitlement for 10 months (30/12 x 10)	25 days
On introduction of the new contract 2015-16 (1 st April 2015 to 31 st March 2016) <i>Transition period</i>	Leave entitlement for 12 months (new entitlement 33 days – 2 stats already taken)	31** days + any unused c/fwd leave from previous shortened leave year*
2016-17 (1 st April 2016 to 31 st March 2017) <i>Transition period</i>	leave entitlement for 12 months (new entitlement 33 days – 2 stats already taken)	31** days + c/fwd leave
2017-18 (1 st April – 31 st March 2018) <i>Transition period</i>	Leave entitlement for 12 months (new entitlement 33 days – 2 stats already taken)	31** days + c/fwd leave
2018-19 (1 st April – 31 st March 2019) <i>Transition period</i>	Leave entitlement for 12 months (new entitlement 33 days – 2 stats already taken)	31** days + c/fwd leave
Total number of leave days 2014 – 2019 (covering 5 year period)		149 days (minus annual leave already taken) remainder may be carried forward to 2019/20
2019-20 (1 st April – 31 st March 2020)		33 days + 10 Stats

***new entitlement is 33 days, 2 of which relate to converted Stat days, as these have already been taken and agreement reached that they must not be added twice, where the additional leave has been added these two days must be taken back off – during the transition period only. (33-2 = 31 entitlement). Following the introduction of the new contract there is no requirement to deduct these two days. Entitlement will return to 33 + 10 days stats.*

See para 3. 2 above for details of leave entitlements.

4.0 Untaken leave

Any leave that has not been taken during the transition period 2015-2019, where this cannot be accommodated in the current leave year (April 2019-March 2020) should be taken over a 3 year period to avoid undue impact on the delivery of the service. This will be agreed with the clinical manager. Payment for untaken leave will not be made, unless a community dentist leaves the employment of the Trust, when this will be taken into account and will be processed in the usual way as other leavers.