

Consolidated O4S Annual Leave and Public Holidays SOP

ACTION	Responsibility of	Dependent upon	Standards
<p>Annual Leave/Public Holidays</p> <p>Ensure that Annual leave is taken in accordance with policy and local procedures and recorded locally.</p> <p>Ensure that local public holidays are taken and accurately recorded locally.</p>	<p>PB</p>	<p>DDiT complying with the Policies and the Placement Board have given access to Turas system.</p>	<p>In line with the Employing Board Annual Leave Policy and Placement Board's locally agreed public holidays.</p> <p>Circulars</p> <p>(Supplementary Guidance to follow when national agreement is in place)</p>