

**Scenarios & guidance - for people with annual leave entitlement including bank holidays**

Scenario		Guidance	Action to take
<b>A</b>	Bank holiday <b>only</b> booked as a/leave and person is then sick on the bank holiday	The booked annual leave day stands.	None - the a/leave will transfer from EASY to ESR as taken.
		unless the employee produces a medical fit note to cover the bank holiday... then	In EASY reject the booked a/leave and record the sickness absence as normal. This will credit back the a/leave day to the entitlement.
<b>B</b>	Bank holiday booked as a/leave and person is then sick on the bank holiday <b>and day(s) immediately after</b>	The booked annual leave day stands and the sickness starts from the first working day after the booked annual leave ends.	None - the a/leave will transfer from EASY to ESR as taken. Record the sickness starting from the first day after the annual leave ends.
		unless the employee produces a medical fit note to cover the bank holiday... then	In EASY reject the booked a/leave and record the sickness absence as normal. This will credit back the a/leave day to the entitlement.
<b>C</b>	Bank holiday booked as a/leave and person is then sick <b>immediately before</b> the bank holiday and returns immediately after	The booked annual leave day stands and the sickness ends the day before the bank holiday.	None - the a/leave will transfer from EASY to ESR as taken. Record the sickness ending the day before the bank holiday
		unless the employee produces a medical fit note to cover the bank holiday... then	In EASY reject the booked a/leave and record the sickness absence as normal. This will credit back the a/leave day to the entitlement.
<b>D</b>	Bank holiday booked as a/leave and person is then sick <b>immediately before and immediately after</b> the bank holiday	As the sickness is continuous through the period of booked annual leave and is covered by a medical fit note the annual leave is superseded by the sickness absence.	When the start of the sickness absence has already been recorded and is open at the end of the a/leave period booked EASY will automatically reject the booked a/leave. This will credit back the a/leave day to the entitlement. If the sickness had not been recorded you will have to reject the a/leave booked to record the sickness absence.

E	Bank holiday <b><i>due to be worked</i></b> and person reports sick	This day is a sick day and does not impact the remaining annual leave entitlement.	Record the sickness in EASY as normal.
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