**Annual Leave carry over**

Tags: annual leave; carry over;

 **Carry over**

Employees can carry over one weeks’ worth of annual leave (pro-rata for part time employees) into the new leave year. If you wish to carry over more than this you will need approval from your line manager.

**Carry over and Covid**

If you have been unable to take annual leave due to Covid (due to business needs or illness) your statutory entitlement of 20 days can be carried over for the next 2 years.

Any entitlement outside the 20 days, or not taken for reasons other than Covid can only be carried over with the agreement of your manager.

You will need to add any entitlement exceeding the 5 days automatic carry over by making a positive adjustment.