

# STAFF BULLETIN

## ENHANCED LEAVE 2026



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Our [Enhanced Leave Policy](#) is now open for applications for 2026 leave year. Please ensure you read the updated policy before completing the [application form](#)

#### How Enhanced Leave works

Enhanced Leave can be bought in individual days up to a maximum of **2 working weeks (10 days)**. For part time workers, 2 working weeks is pro rata to hours/days worked during this time. The cost is then deducted from your salary over the remaining leave year, unless you opt to pay an one off payment in your next available salary.

Enhanced Leave will only be granted subject to the exigencies of the Service and is not available to Term Time employees.

When you apply for leave, you should always use carried forward leave first, enhanced leave must then be used before annual leave. This policy incorporates BEST qualities and behaviours to help employees achieve a greater work-life balance.

#### Applying for Enhanced Leave

For the leave year 2026, any leave applications should be taken in the following order:

- **Carry forward leave** applied for and used by the normal date of 31 January 2026
- **Approved Enhanced Leave** should be used next

Once you've used this carry forward and any enhanced leave, you can use your **2026 Annual Leave** entitlement

#### When to apply?

Enhanced Leave applications should be made in line with the key dates as shown below:

Requirement	Key Dates
Submit your application using the application form.	Between 11 - 22 December 2025
Manager to review all applications from their team.	22 December 2025 - 12 January 2026
Approved Enhanced Leave can be booked on HR21.	From 1 January 2026

You **must** apply for Enhanced Leave by completing the [application form](#) and send to your line manager for consideration.

Managers should arrange for all approved applications to be sent to [EALeisureHR@eastayrshireleisure.com](mailto:EALeisureHR@eastayrshireleisure.com) no later than **12 January 2026**.

If you have any questions, please speak to your **line manager**.

Please share these details with any colleagues who do not have access to emails or the intranet.