

No. 310/24

16 September 2024

Dear Colleagues,

Seasonal Variation: Further Confirmation On Recording & Correction of Annual Leave in PSP (RMG/CWU Business Recovery, Transformation and Growth Agreement - Appendix 1)

Branches and Representatives will recall LTB 212/24 (Letter To Branches) issued on 17th June regarding the **Confirmation Of Summer Low Period 2024 & The Recording of Annual Leave in PSP (RMG/CWU Business Recovery, Transformation and Growth Agreement - Appendix 1)**.

This LTB advised that due to changes to the original Seasonal Variation dates to better support the introduction of Network Window in June, there are several weeks up to the end of this year in which the Human Resources PSP system (which records an individual's annual leave) is not aligned with the new Seasonal Variation periods.

The LTB further confirmed that as before, where there has been an imbalance in booked and taken annual leave during the introduction of Seasonal Variation to that recorded in the PSP system, Royal Mail HR Services will run an exercise retrospectively to ensure the correct annual leave deductions are recorded for all individuals who take leave during the affected weeks.

As means of further clarification, please find attached a Royal Mail message which has today been communicated to all COMs, via their Sign Post to confirm the following: -

HR Pay Services will be completing the credit back to annual leave balances in January 2025. This credit will be visible to managers and OPGs in the PSP system and People App. This will show as "Annual Leave – Adjustment."

There is no impact on any employee booking any annual leave before crediting occurs.

To confirm, and as reported in LTB 212/24, local managers do not need to take any action in PSP, as the retrospective correction will be made centrally via HR Pay Services to ensure the correct annual leave deductions are made, to ensure no one will lose any leave balance.

Where there are any local level issues or questions in terms of the application of the above, these should be raised as a matter of priority by the relevant local CWU Reps and COMs to ADR/OPL level for resolution. Any errors in terms of the realignment of employees' hours will be corrected and Royal Mail commits to do so.

Finally, and for further clarity, the next adjustment under Seasonal Variation this year will be: -

- For the 2024 Christmas period (High Period) which will run from Monday 18th November (week 34) and will end on Sunday 22nd December (week 38) – 5 weeks.
- Full-timers (including 35-hour contracts) will see a 24 minutes per day variation increase applied before their start time. Part-timers will see a 10 minutes variation before their start time.

Any enquiries to the content of this LTB should be directed to the Outdoor Department, email address:
Pharacz@cwu.org

Yours sincerely

Mark Baulch
CWU Assistant Secretary



Misalignment of Seasonal Variation High Seasons and Seasons with PSP – Autumn 2024 – Impact on Delivery Employees Annual Leave Balance

The following information requires no action and is provided to answer queries that may be raised by colleagues.

The Business Recovery, Transformation and Growth Agreement included the principle of seasonalisation of annual leave. That is, an employee's daily hours' deductions of annual leave would vary in line with the prevailing seasons through the year

The "High Season 2024" Seasonal Variation was originally established in PSP for week 24 through to week 38 (9 September to 22 December).

Since that time, Royal Mail and the CWU agreed changes to the seasons which reduced the Autumn 24 "High Season" to 5 weeks, from week 34 through to week 38 (18 November to 22 December).

However, PSP still shows the original 15 week "High Season."

This means that Delivery colleagues (performing Seasonal Variation) taking annual leave during weeks 24 to 33 (9 September to 17 November), will be "overcharged" and need crediting back any time owed to them. This annual leave credit equates to:

- 24 minutes daily for full time
- 10 minutes daily for part-time

HR Pay Services will be completing the credit back to annual leave balances in January 25. This credit will be visible to managers and OPGs in the PSP system and People App. This will show as "Annual Leave – Adjustment."

There is no impact on any employee booking any annual leave before crediting occurs.

The screenshot shows the 'My Leave Request' interface with a table of leave entitlement items. The table has columns for Leave Type, Validity, Available, Planned, Used, and Entitlement. Three items are listed: 'Annual Leave', 'Annual Leave - Carry Over', and 'Annual Leave - Adjustment'. The 'Annual Leave - Adjustment' row is circled in red, and its 'Available' value of '5 Hours' is also circled in red.

Leave Type	Validity	Available	Planned	Used	Entitlement
Annual Leave	Mar 1, 2023 - Mar 31, 2024	82.09 Hours	0 Hours	163.91 Hours	246 Hours
Annual Leave - Carry Over	Apr 1, 2023 - Mar 31, 2024	0 Hours	0 Hours	0.09 Hours	0.09 Hours
Annual Leave - Adjustment	Apr 1, 2023 - Mar 31, 2024	5 Hours	0 Hours	0 Hours	5 Hours