

Due to the current situation with coronavirus, we are making temporary exceptions to a number of HR policies to enable us to support you and ensure we continue to deliver our critical output. Visit the [temporary exceptions page](#) for more information.



## BBC Leave Policy

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*Note: In accordance with the Welsh Language Standards you have the right to make a complaint in Welsh, and respond to a complaint or allegation(s) made about you in Welsh.*

This policy applies to all employees at the BBC. It forms part of the contract of employment that applies to BBC employees in the UK Channel Islands and Isle of Man on Bands A-Fp, and is an agreed statement between the BBC and recognised joint unions which may only be varied by joint negotiation at the National Joint Council.

### Definition

This policy details the provision for Annual, Additional, Exceptional and Unpaid Leave. It also outlines the leave provisions for employees who wish to participate in specific public duties.

Refer to the [BBC Managing Working Patterns Policy](#) for how leave may be scheduled.

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### Principles

- The BBC recognises that it is important for employees to take regular breaks from their duties through annual leave.
- The 'leave year' for all leave calculations in this policy is from 1st April to 31st March.
- All entitlements to leave are pro rata for employees who join or leave part-way through a leave year (see Appendix).
- The taking of leave is subject to operational requirements.
- All entitlements to leave are pro rata for part-time employees (see exception on accruing service for Additional Leave).
- The BBC recognises that some employees will wish to participate in public duties.
- The BBC recognises that on occasion there may be the need to provide leave for domestic reasons.
- Employees should refer to the **BBC Declaration of Personal Interests Policy** when considering external activities or whether to stand for election.



## 1. Annual Leave

Annual leave entitlement, without meal breaks, is your contracted hours per week x five weeks (equivalent to 175 hours for a full time worker). Employees who join or leave part way through the leave year have a proportionate entitlement to annual leave. Employees on fixed-term contracts are entitled to annual leave in proportion to the length of their contract.

For Shift and Variable employees annual leave will be calculated in line with the following examples:

- Once a schedule is published, an employee wishing to take annual leave for a published shift will utilise the hours of their shift minus any unpaid breaks out of their leave entitlement.
- If employees do not work a fixed length shift, before a schedule is published the standard should be seven hours (excluding unpaid meal break) of their entitlement used to book a days leave.

Where leave is scheduled, the same amount of hours will be credited to an employee's accounting period for that shift.

Employees should submit requests for annual leave with reasonable notice. In considering requests, managers will take into account the requirements of the individual and the needs of the business. Requests for annual leave will not be refused unreasonably.

A maximum of 5 days leave (equivalent to 35 hours) each year may be carried over. The 5 days leave (equivalent to 35 hours) may be exceeded in exceptional circumstances with the agreement of the manager. No payments will be made in lieu of accrued but untaken holiday, except on termination of employment where it has not been possible or practical for employees to take the leave.

In addition to the annual leave entitlement, full-time employees receive the statutory UK Bank Holidays and 1 Corporation Day at Christmas time that fall within the BBC leave year.

Part-time employees will have a pro rata entitlement to annual leave. If a Bank Holiday or Corporation Day coincides with a normal duty day, the part-time employee may apply for leave and if granted the leave is deducted from their pro-rata entitlement. If it does not coincide with a normal duty day then the leave not deducted from their entitlement.

If the number of duty days that coincide with Bank Holidays and the Corporation Day is less than the part-time employee's entitlement, the remaining allowance can be taken at other times of the year. If the number of duty days that coincide is greater than the employee's entitlement, the employee should use their annual leave to make up the shortfall.

## 2. Additional Leave

**This entitlement does not apply to employees whose employment with the BBC commences on or after 1st January 2013, regardless of whether they have any prior BBC service.**

On completion of 10 years' service, employees are entitled to an additional half week of leave (equivalent to 17.5 hours for full-time workers) each year. For additional leave only,



the qualifying period of 10 years completed service will be calculated irrespective of whether the service was part-time or full-time.

Service on either a continuing or fixed-term contract with the BBC will count towards the 10 year qualification. Separate periods of employment will be aggregated including secondments to other organisations.

The additional leave is half of the weekly contractual hours the employee is working at the start of each year in which they become entitled to the leave. Where employees change their hours, additional leave will be accrued and calculated based on the revised working hours. Any previous additional leave held in reserve will remain at the level at which it was accrued and will not be affected by the new working hours.

The additional leave is credited on the date the employee qualifies and can be taken in that leave year. Subsequent entitlements are given at the start of the leave year with annual leave and can be taken in that year or held in reserve.

Additional leave may be held in reserve up to a maximum of 8 weeks as agreed with the manager. Thereafter additional leave should be taken each leave year. Where this is not possible, due to operational requirements, this should be discussed with the manager who may agree to hold such leave for a defined period.

Employees should submit requests for additional leave with reasonable notice. Managers will take into account the requirements of the individual and the needs of the business in considering requests.

Payment in lieu of additional leave on termination of employment will not be made.

### 3. Exceptional Leave

The majority of personal circumstances which necessitate time-off work should be accommodated within the normal annual leave allocation. In exceptional circumstances, however, where this is not possible, and subject to operational requirements, managers may grant leave on full pay up to 10 days (equivalent to 70 hours, pro-rated for part time workers) in any year. In particular, it is intended that such leave should be used for those with caring responsibilities, or when employees have to deal with unforeseen personal circumstances e.g. bereavement, which cannot reasonably be dealt with outside working hours.

In the event of disruption to commuter travel such as from severe weather, alternative arrangements should be considered in the first instance, such as working from home, or changes to start and finish times if possible.

As a public service broadcaster, our service during these times is of particular importance and whilst the health and safety of employees is imperative, every effort should be made to attend work or adopt flexible approaches such as those outlined above. When this is not possible, exceptional leave will be granted unless there is demonstrable evidence that the employee has not made reasonable efforts to attend work.

Exceptional leave may also be granted as paid study leave in accordance with the **BBC External Education Assistance Policy**.

Refer also to the Time-Off for Dependents provisions in the **BBC Parental and Carers Support Policy**.



#### 4. Unpaid Leave

For other types of leave not prescribed within this policy an employee may apply for a period of unpaid leave up to a maximum of three months. The granting of such request is at the discretion of the manager. Where an employee requires a period of unpaid leave of greater than three months a career break may be considered (see the **BBC Career Break Policy**).

#### 5. Elections

Employees may under normal circumstances stand in UK parliamentary or assembly elections or a European Parliamentary election. Employees should give their manager as much notice as possible if they wish to stand and will be given up to six weeks' (equivalent to 210 hours pro-rated for part time workers) unpaid leave of absence in the period immediately prior to the election.

#### 6. Local Government

Employees may, under normal circumstances, stand in a local government election and sit on local councils. Employees should find out what attendance will be expected of them if elected. Where these fall within their normal pattern of hours but would not conflict with operational needs, paid leave may be authorised. Employees are required to give as much prior notice of their intentions as possible. Leave will not be given for absences that conflict with BBC duties.

The BBC will, where possible, grant up to 18 working days' (equivalent to 126 hours, pro-rated for part time workers) paid leave per year to members of local councils, whose duties require them to attend sessions during any part of their working day, provided that such absences do not conflict with operational requirements.

If an employee requires more leave to fulfil their requirements then subject to operational needs it may be granted but as unpaid leave.

#### 7. Magistrates

Any employee seeking appointment as a Magistrate should find out what attendance will be expected of them and give their manager as much notice as possible of their requirements. Where these fall within the pattern of a normal working day but do not conflict with operational needs, paid leave may be authorised. The manager may grant up to 18 working days' paid leave (equivalent to 126 hours, pro-rated for part time workers) per year.

If an employee requires more leave to fulfil their requirements then subject to operational needs it may be granted but as unpaid leave.

#### 8. Reserve Forces and Volunteer Civilian Organisations

Employees should inform their manager if they are a member of, the Reserve Forces or a Volunteer Civilian Organisation since in the event of an emergency it would be essential for a broadcasting service to be maintained.

Employees may be asked to provide official notification of their training and mobilisation obligations on an annual basis.



Employees may be granted paid leave for the purposes of training as follows:

- Reserve Forces - 3/4 of the training period up to 11/2 weeks per year.
- Royal Naval Volunteer Reserve- twice the above allowance in any year in which 28 days naval training is carried out, provided that the aggregate annual allowance over a period of 4 years is not exceeded.
- Civilian Organisations – 6/7 of the training period if selected for a full-time instructor's training course, up to a maximum of three weeks (this is not an annual right).

Where this leave does not cover the whole duration of training, the balance of the time must be taken as unpaid leave or annual leave.

In the event of a call-out order for compulsory mobilisation, the employee should give their manager the official notification of the request. The employee's BBC contract will remain in force during any subsequent leave of absence.

## **9. Jury Service and Court Appearances**

Paid leave is granted to employees called for jury service or when they appear as a witness on behalf of the BBC. Travelling and subsistence expenses and any additional loss of earnings above the employee's normal salary e.g. overtime must be claimed from the court in accordance with their rules. The employee must not claim for any earnings for which the BBC has already paid them e.g. the employee's basic salary.

Unpaid leave is granted to employees who are called as witnesses in criminal or civil proceedings.

When employees appear as defendants in criminal proceedings, their absence is offset against outstanding annual leave. If there is none, the absence is treated as unpaid leave.

## **10. Other Public Service Duties**

Employees holding certain public positions will be granted up to 6 days paid leave (equivalent to 42 hours, pro-rated for part time workers) per year to perform these duties, subject to operational requirements. These roles include:

- member of a police authority, local education authority, educational governing body, health authority or primary care trust.
- member of any statutory tribunal, an environmental agency or of the boards of prison visitors.
- If an employee requires more leave to fulfil their requirements then subject to operational needs it may be granted but as unpaid leave.

**Proportionate Annual Leave Table**

If an employee is entitled to proportionate annual leave, the following table should be used to calculate the amount due:-

<b>Proportionate Annual Leave</b>			
<b>Completed Weeks</b>	<b>Holiday Entitlement (Hours)</b>	<b>Completed Weeks</b>	<b>Holiday Entitlement (Hours)</b>
<b>1</b>	3.5	<b>27</b>	91.0
<b>2</b>	7.0	<b>28</b>	94.5
<b>3</b>	10.5	<b>29</b>	98.0
<b>4</b>	14.0	<b>30</b>	101.5
<b>5</b>	17.5	<b>31</b>	105.0
<b>6</b>	21.0	<b>32</b>	108.5
<b>7</b>	24.5	<b>33</b>	112.0
<b>8</b>	28.0	<b>34</b>	115.5
<b>9</b>	31.5	<b>35</b>	119.0
<b>10</b>	35.0	<b>36</b>	122.5
<b>11</b>	38.5	<b>37</b>	126.0
<b>12</b>	42.0	<b>38</b>	129.5
<b>13</b>	45.5	<b>39</b>	133.0
<b>14</b>	49.0	<b>40</b>	136.5
<b>15</b>	52.5	<b>41</b>	140.0
<b>16</b>	56.0	<b>42</b>	143.5
<b>17</b>	59.5	<b>43</b>	147.0
<b>18</b>	63.0	<b>44</b>	150.5
<b>19</b>	66.5	<b>45</b>	154.0
<b>20</b>	70.0	<b>46</b>	157.5
<b>21</b>	73.5	<b>47</b>	161.0
<b>22</b>	77.0	<b>48</b>	161.0
<b>23</b>	77.0	<b>49</b>	164.5
<b>24</b>	80.5	<b>50</b>	168.0
<b>25</b>	84.0	<b>51</b>	171.5
<b>26</b>	87.5	<b>52</b>	175.0

O achos y sefyllfa bresennol gyda'r Coronafeirws, rydym yn gwneud eithriadau dros dro i nifer o bolisiau Adnoddau Dynol er mwyn ein galluogi i'ch cefnogi a'ch sicrhau ein bod yn parhau i gyflawni ein hallbwn allweddol. Ewch i'r dudalen eithriadau dros dro i gael mwy o wybodaeth.



## Polisi Gwyliau'r BBC

*Nodyn: Yn unol â Safonau'r Iaith Gymraeg, mae gennych yr hawl i wneud cŵyn yn y Gymraeg ac i ymateb i gŵyn neu honiad(au) yn ymwneud â chi yn y Gymraeg.*

Mae'r polisi hwn yn berthnasol i holl gyflogeion y BBC. Mae'n rhan o'r contract cyflogaeth sy'n berthnasol i gyflogeion y BBC yn y DU ar Raddfeydd 2-11. Datganiad y cytunwyd arno rhwng y BBC ac undebau ar y cyd cydnabyddedig yw hwn ac ni ellir ond ei amrywio drwy drafodaethau ar y cyd yn y Cydgyngor Cenedlaethol.

### Diffiniad

Mae'r polisi hwn yn rhoi manylion y ddarpariaeth ar gyfer Gwyliau Blynyddol, Ychwanegol, Eithriadol a Di-dâl. Mae hefyd yn amlinellu'r darpariaethau ar gyfer absenoldeb neu amser rhydd ar gyfer cyflogeion sy'n dymuno cyfrannu at ddyletswyddau cyhoeddus penodol.

Gweler [Polisi Rheoli Patrymau Gweithio](#) i weld sut y gellir trefnu gwyliau ac amser rhydd.

### Cynnwys

11. Gwyliau Blynyddol
12. Gwyliau Ychwanegol
13. Gwyliau Eithriadol
14. Gwyliau Di-dâl
15. Etholiadau
16. Llywodraeth leol
17. Ynadon
18. Lluoedd wrth Gefn a Sefydliadau Sifiliaid Gwirfoddol
19. Gwasanaeth Rheithgor ac Ymddangosiadau Llys
20. Dyletswyddau Gwasanaeth Cyhoeddus eraill

Atodiad: Tabl Gwyliau Blynyddol Cymesur

### Egwyddorion

- Mae'r BBC yn cydnabod ei bod yn bwysig i gyflogeion gymryd amser rhydd oddi wrth eu dyletswyddau'n rheolaidd drwy wyliau blynyddol.
- Y 'flwyddyn wyliau' ar gyfer pob cyfrif gwyliau yn y polisi hwn yw 1 Ebrill hyd 31 Mawrth.
- Cyfrifir pob hawl i wyliau ar sail pro rata i gyflogeion sy'n ymuno neu'n ymadael ran o'r ffordd drwy flwyddyn wyliau (gweler yr Atodiad).
- Bydd y gwyliau a gymerir yn amodol ar ofynion y gwaith.
- Cyfrifir pob hawl i wyliau ar sail pro rata i gyflogeion rhan amser (gweler yr eithriad ar Gronni Gwasanaeth ar gyfer Gwyliau Ychwanegol).



- Mae'r BBC yn cydnabod y bydd rhai cyflogeion yn dymuno cyfranogi mewn dyletswyddau cyhoeddus.
- Mae'r BBC yn cydnabod y gall y bydd angen darparu amser rhydd am resymau domestig o bryd i'w gilydd.
- Dylai cyflogeion gyfeirio at **Bolisi Datgan Buddiannau Personol y BBC** wrth ystyried gweithgareddau allanol neu feddwl am sefyll etholiad.

## 1. Gwyliau Blynyddol

Mae gan bob cyflogai amser llawn hawl i 5 wythnos o wyliau blynyddol y flwyddyn. Mae gan gyflogeion sy'n ymuno neu'n ymadael ran o'r ffordd drwy'r flwyddyn wyliau hawl gymesur i wyliau blynyddol. Mae gan gyflogeion ar gcontractau cyfnod penodol hawl i wyliau blynyddol sy'n gymesur â hyd eu contract.

Dylai cyflogeion roi rhybudd rhesymol wrth gyflwyno ceisiadau am wyliau blynyddol. Wrth ystyried ceisiadau, bydd rheolwr yn ystyried gofynion yr unigolyn ac anghenion y busnes. Ni wrthodir ceisiadau am wyliau blynyddol heb reswm.

Caniateir cario uchafswm o 5 diwrnod (35 awr) o wyliau drosodd bob blwyddyn. Gellir cario mwy na 5 diwrnod (35 awr) mewn amgylchiadau eithriadol gyda chytundeb y rheolwr. Ni wneir dim taliadau yn lle gwyliau a gronwyd ond nas cymerwyd, ac eithrio wrth derfynu cyflogaeth lle na fu'n bosibl neu'n ymarferol i gyflogeion gymryd y gwyliau.

Yn ogystal â'r hawl i wyliau blynyddol, bydd cyflogeion amser llawn yn cael 1 Diwrnod Corfforaeth adeg y Nadolig a Gwyliau Banc statudol y DU sy'n digwydd o fewn blwyddyn wyliau'r BBC.

Mae gan gyflogeion rhan amser hawl i'r dyddiau hyn ar sail pro rata. Os bydd Gŵyl y Banc neu Ddiwrnod Corfforaethol yn cyd-daro â diwrnod dyletswydd arferol, ni fydd gofyn i'r cyflogai rhan amser weithio a chaiff y diwrnod ei dynnu o'i hawl pro-rata. Os nad yw'n cyd-daro â diwrnod dyletswydd arferol yna ni chaiff y diwrnod hwnnw ei dynnu o'i hawl.

Os yw nifer y diwrnodau dyletswydd sy'n cyd-daro â Gwyliau Banc a'r Diwrnod Corfforaethol yn llai na hawl y cyflogai rhan amser, gellir cymryd y dyddiau sy'n weddill ar adegau eraill o'r flwyddyn. Os yw nifer y diwrnodau dyletswydd sy'n cyd-daro yn fwy na hawl y cyflogai, dylai'r cyflogai ddefnyddio'i wyliau blynyddol i wneud iawn am y diffyg.

## 2. Gwyliau Ychwanegol

**Nid yw'r hawl hwn yn berthnasol i gyflogeion y mae eu cyflogaeth gyda'r BBC yn cychwyn ar neu ar ôl 1 Ionawr 2013, ni waeth a oes ganddynt unrhyw wasanaeth blaenorol gyda'r BBC.**

Wedi cwblhau 10 mlynedd o wasanaeth, bydd gan gyflogeion hawl i hanner wythnos ychwanegol o wyliau bob blwyddyn. Ar gyfer gwyliau ychwanegol yn unig, cyfrifir y cyfnod cymhwys o 10 mlynedd o wasanaeth wedi'i gwblhau heb wahaniaethu rhwng gwasanaeth rhan amser a gwasanaeth amser llawn.

Bydd gwasanaeth ar gcontract parhaus neu gyfnod penodol gyda'r BBC yn cyfrif tuag at y cyfnod cymhwys 10 mlynedd. Caiff cyfnodau cyflogaeth ar wahân eu hadio gyda'i gilydd gan gynnwys secondiadau i gyrff eraill.

Yr hanner wythnos yw hanner yr oriau contract wythnosol y mae'r cyflogai'n eu gweithio ar ddechrau pob blwyddyn pryd y mae ganddynt hawl i'r gwyliau. Lle bo cyflogeion yn newid eu horiau caiff gwyliau ychwanegol eu cronni a'u cyfrifo ar sail yr oriau gweithio



diwygiedig. Bydd unrhyw wyliau ychwanegol blaenorol a gadwyd wrth gefn yn aros ar y lefel y'i cronwyd arni ac nid effeithir arnynt gan yr oriau gweithio newydd.

Credydur yr hanner wythnos gyntaf ar ddyddiad cymhwyso'r cyflogai a gellir ei gymryd yn y flwyddyn wyliau honno. Rhoddir hawliau gwyliau wedyn ar ddechrau'r flwyddyn wyliau gyda gwyliau blynyddol a gellir eu cymryd yn y flwyddyn honno neu eu dal wrth gefn.

Gall gwyliau ychwanegol gael eu dal wrth gefn am hyd at 8 wythnos fel y cytunir gyda'r rheolwr. Wedi hynny dylid cymryd gwyliau ychwanegol bob blwyddyn wyliau. Lle nad yw hyn yn bosibl, oherwydd gofynion gwaith, dylid trafod hyn gyda'r rheolwr a all gytuno i ddal y gwyliau hynny am gyfnod penodol.

Dylai cyflogeion roi rhybudd rhesymol wrth gyflwyno ceisiadau am wyliau ychwanegol. Bydd rheolwyr yn ystyried gofynion yr unigolyn ac anghenion y busnes wrth ystyried ceisiadau.

Ni roddir tâl yn lle gwyliau ychwanegol pan ddaw cyflogaeth i ben.

### 3. Gwyliau Eithriadol

Dylai'r rhan fwyaf o amgylchiadau personol sy'n peri bod angen amser rhydd o'r gwaith gael eu diwallu o fewn y dyraniad gwyliau blynyddol arferol. Mewn amgylchiadau eithriadol, fodd bynnag, lle nad yw hyn yn bosibl, ac yn amodol ar ofynion y gwaith, gall rheolwyr ganiatáu gwyliau ar gyflog llawn am hyd at 10 diwrnod mewn (70 awr mewn) unrhyw flwyddyn. Yn benodol, bwriedir y dylid defnyddio gwyliau o'r fath gan bobl â chyfrifoldebau gofalu, neu pan fo raid i weithwyr ddelio ag amgylchiadau personol nas rhagwelwyd, e.e. profedigaeth, na ellir delio â hwy'n rhesymol y tu allan i oriau gwaith.

Os bydd trefniadau teithio yn cael eu heffeithio gan resymau megis tywydd garw, dylid ystyried trefniadau amgen yn y lle cyntaf, megis gweithio o adref, neu os yn bosibl, newid amseroedd dechrau a gorffen gwaith.

Fel darlledwr gwasanaeth cyhoeddus, mae ein gwasanaeth yn ystod yr amseroedd hyn yn arbennig o bwysig ac er bod iechyd a diogelwch cyflogeion yn reidrwydd, dylid gwneud pob ymdrech i fynychu gwaith neu ddefnyddio dulliau hyblyg fel yr amlinellwyd uchod. Lle nad yw hyn yn bosibl, gall caniatâd i wyliau blynyddol eithriadol gael ei ganiatáu, oni bai y ceir tystiolaeth amlwg nad yw'r cyflogai wedi gwneud ymdrechion rhesymol i ddod i'r gwaith.

Gellir caniatáu gwyliau eithriadol hefyd fel gwyliau astudio cyflogedig yn unol â *Pholisi Cymorth Addysg Allanol y BBC*.

Gweler hefyd y darpariaethau Amser Rhydd i Ddibynyddion ym **Mholisi'r BBC ar Gefnogaeth i Rieni a Gofalwyr**.

### 4. Gwyliau Di-dâl

Ar gyfer mathau eraill o wyliau sydd heb eu rhagnodi o fewn y polisi hwn gall cyflogai wneud cais am gyfnod o wyliau di-dâl hyd at uchafswm o dri mis. Mater i ddisgresiwn y rheolwr fydd caniatáu cais o'r fath. Lle bydd cyflogai yn dymuno cyfnod o wyliau di-dâl mwy na thri mis gellir ystyried egwyl gyrfu (gweler **Polisi Gweithio Hyblyg y BBC**).

### 5. Etholiadau

Gall cyflogeion dan amgylchiadau arferol sefyll yn etholiadau seneddol y Deyrnas Unedig neu etholiadau Cynulliad neu etholiadau i Senedd Ewrop. Dylai cyflogeion roi cymaint o



rybudd i'w rheolwr ag y gallant os ydynt yn dymuno sefyll a rhoddir hyd at chwe wythnos (210 awr) o wyliau di-dâl iddynt yn y cyfnod yn union cyn yr etholiad.

## 6. Llywodraeth Leol

Gall cyflogeion, dan amgylchiadau arferol, sefyll mewn etholiad llywodraeth leol ac eistedd ar gynghorau lleol. Dylai cyflogeion ganfod pa bresenoldeb sy'n ddisgwyliedig ganddynt os cânt eu hethol. Lle bo'r oriau hyn yn disgyn o fewn eu patrwm oriau arferol ond heb wrthdaro ag anghenion y gwaith, gellir awdurdodi amser rhydd gyda thâl. Rhaid i gyflogeion roi cymaint o rybudd ymlaen llaw am eu bwriadau ag sy'n bosibl. Ni chaniateir amser rhydd am absenoldebau sy'n gwrthdaro â dyletswyddau'r BBC.

Bydd y BBC, lle bo modd, yn caniatáu hyd at 18 diwrnod gwaith (126 awr) yn rhydd gyda thâl y flwyddyn i aelodau cynghorau lleol, y mae eu dyletswyddau'n golygu bod rhaid iddynt fynychu sesiynau yn ystod unrhyw ran o'u diwrnod gwaith, ar yr amod na fydd y cyfryw absenoldebau'n gwrthdaro â gofynion y gwaith.

Os yw cyflogai eisiau mwy o amser rhydd i gyflawni'i ofynion yna yn amodol ar ofynion y gwaith gellir ei ganiatáu, ond fel gwyliau di-dâl.

## 7. Ynadon

Dylai unrhyw gyflogeion sy'n ceisio penodiad fel Ynad ganfod pa bresenoldeb a ddisgwylir ganddynt a rhoi cymaint o rybudd i'w rheolwr am eu gofynion ag sy'n bosibl. Lle bo'r oriau hyn yn disgyn o fewn patrwm diwrnod gwaith arferol ond heb wrthdaro ag anghenion y gwaith, gellir awdurdodi amser rhydd gyda thâl. Gall y rheolwr ganiatáu hyd at 18 diwrnod gwaith (126 awr) yn rhydd gyda thâl y flwyddyn.

Os yw cyflogai eisiau mwy o amser rhydd i gyflawni'i ofynion yna yn amodol ar ofynion y gwaith gellir ei ganiatáu, ond fel gwyliau di-dâl.

## 8. Lluoedd Wrth Gefn a Sefydliadau Sifiliaid Gwirfoddol

Dylai cyflogeion hysbysu eu rheolwr os ydynt yn aelod o'r Lluoedd Wrth Gefn neu Sefydliad Sifiliaid Gwirfoddol gan y byddai'n hanfodol cynnal gwasanaeth darlledu mewn argyfwng.

Gellir gofyn i gyflogeion roi hysbysiad swyddogol yn flynyddol am eu rhwymedigaethau hyfforddi a byddino.

Gellir caniatáu amser rhydd gyda thâl i gyflogeion at ddibenion hyfforddi fel a ganlyn:

- Lluoedd Wrth Gefn -  $\frac{3}{4}$  o'r cyfnod hyfforddi hyd at  $1\frac{1}{2}$  wythnos y flwyddyn.
- Y Llynges Frenhinol Wrth Gefn - dwy waith y lwfans uchod mewn unrhyw flwyddyn pryd y gwneir 28 diwrnod o hyfforddiant y llynges, ar yr amod na ddefnyddir mwy na'r cyfanswm lwfans blynyddol dros gyfnod o bedair blynedd.
- Sefydliadau Sifiliaid –  $\frac{6}{7}$  o'r cyfnod hyfforddi os dewisir y cyflogai ar gyfer cwrs hyfforddi hyfforddwr amser llawn, hyd at uchafswm o dair wythnos (nid hawl blynyddol mo hyn).

Lle nad yw'r amser rhydd hwn yn ddigon ar gyfer y cyfnod hyfforddi cyfan, rhaid cymryd gweddill yr amser fel gwyliau di-dâl neu wyliau blynyddol.

Os ceir gorchymyn galw allan ar gyfer byddino gorfodol, dylai'r cyflogai roi hysbysiad swyddogol am y cais i'w reolwr. Bydd contract y cyflogai gyda'r BBC yn parhau mewn grym yn ystod unrhyw amser rhydd sy'n dilyn hynny.

## 9. Gwasanaeth Rheithgor ac Ymddangosiadau Llys

Caniateir amser rhydd gyda thâl i gyflogeion a elwir i wasanaethu ar reithgor neu i ymddangos fel tyst ar ran y BBC. Rhaid hawlio treuliau teithio a chynhaliaeth ac unrhyw golli enillion ychwanegol uwchlaw cyflog arferol y cyflogai e.e. goramser, oddi wrth y llys yn unol â'u rheolau. Rhaid i'r cyflogai beidio â hawlio unrhyw enillion y mae'r BBC eisoes wedi'u talu iddo e.e. cyflog sylfaenol y cyflogai.

Caniateir amser rhydd heb dâl i gyflogeion a elwir fel tystion mewn achosion troseddol neu sifil. Pan fydd cyflogeion yn ymddangos fel diffynyddion mewn achosion troseddol, gosodir eu habsenoldeb yn erbyn y gwyliau blynyddol sydd yn ddyledus iddynt. Os nad oes dim, trinnir yr absenoldeb fel amser rhydd di-dâl.

## 10. Dyletswyddau Gwasanaeth Cyhoeddus Eraill

Caiff cyflogeion sy'n dal rhai swyddi cyhoeddus penodol gymryd hyd at 6 diwrnod (42 awr) y flwyddyn o amser rhydd gyda thâl i gyflawni'r dyletswyddau hyn, yn amodol ar ofynion y gwaith. Mae'r rolau hyn yn cynnwys:

- aelodaeth o awdurdod heddlu, awdurdod addysg lleol, corff llywodraethu sefydliad addysgol, awdurdod iechyd neu ymddiriedolaeth gofal sylfaenol.
- aelodaeth o unrhyw dribiwnlys statudol, asiantaeth amgylcheddol neu fwrdd ymwelwyr â charchar.
- Os bydd cyflogai eisiau mwy o amser rhydd i gyflawni ei ofynion yna, yn amodol ar anghenion y gwaith, gellir ei ganiatáu ond fel amser rhydd heb dâl.

**Tabl Gwyliau Blynyddol Cymesur**

Os oes gan gyflogai hawl i wyliau blynyddol cymesur, dylid defnyddio'r tabl isod i gyfrifo faint sy'n ddyledus:-

<b>Gwyliau blynyddol cymesur</b>			
<b>Wythnosau wedi'u cwblhau</b>	<b>Ymrwymiad gwyliau (Oriau)</b>	<b>Wythnosau wedi'u cwblhau</b>	<b>Ymrwymiad gwyliau (Oriau)</b>
<b>1</b>	3.5	<b>27</b>	91.0
<b>2</b>	7.0	<b>28</b>	94.5
<b>3</b>	10.5	<b>29</b>	98.0
<b>4</b>	14.0	<b>30</b>	101.5
<b>5</b>	17.5	<b>31</b>	105.0
<b>6</b>	21.0	<b>32</b>	108.5
<b>7</b>	24.5	<b>33</b>	112.0
<b>8</b>	28.0	<b>34</b>	115.5
<b>9</b>	31.5	<b>35</b>	119.0
<b>10</b>	35.0	<b>36</b>	122.5
<b>11</b>	38.5	<b>37</b>	126.0
<b>12</b>	42.0	<b>38</b>	129.5
<b>13</b>	45.5	<b>39</b>	133.0
<b>14</b>	49.0	<b>40</b>	136.5
<b>15</b>	52.5	<b>41</b>	140.0
<b>16</b>	56.0	<b>42</b>	143.5
<b>17</b>	59.5	<b>43</b>	147.0
<b>18</b>	63.0	<b>44</b>	150.5
<b>19</b>	66.5	<b>45</b>	154.0
<b>20</b>	70.0	<b>46</b>	157.5
<b>21</b>	73.5	<b>47</b>	161.0
<b>22</b>	77.0	<b>48</b>	161.0
<b>23</b>	77.0	<b>49</b>	164.5
<b>24</b>	80.5	<b>50</b>	168.0
<b>25</b>	84.0	<b>51</b>	171.5
<b>26</b>	87.5	<b>52</b>	175.0