

ANNUAL LEAVE 2026/27

Your essential Kelio year-end guide

THE FOUR KEY DATES

What happens and when?

MON

07

DECEMBER

Apply for all annual leave being taken in 2026

TUE

08

DECEMBER

Line managers approve all 2026 leave requests

WED

09

DECEMBER

Kelio Admin calculates and transfers remaining leave

FRI

01

JANUARY

Your 2027 Kelio balance becomes visible

USE YOUR LEAVE IN THE RIGHT ORDER

1st

CARRIED FORWARD

Use 2026 leave by 31 January 2027

2nd

BOUGHT HOURLY LEAVE

Use before normal entitlement

3rd

2027 ENTITLEMENT

Use by 31 December 2027

QUICK CHECK: WHAT YOU NEED TO KNOW

Keep your Kelio balance accurate

LATE APPROVALS & CARRY FORWARD

- Tell Kelio Admin about leave approved after 8 December. Otherwise, balances and 2027 entitlement may be incorrect.
- Pre-booked 2027 leave is not deducted from your 2026 balance.
- Managers can ask Kelio Admin to remove unused 2026 leave from the 2027 balance.

BOUGHT LEAVE / TOIL / FLEXI

- Bought Annual Leave is shown separately in estimated balances.
- Unused 2026 Bought Annual Leave does not carry forward.
- TOIL and Flexi carry over automatically. Month-end flexi cut-offs still apply.

31 DECEMBER AUTHORISED ABSENCE

- The half-day absence is applied to all Kelio users due to work that day. Contact Kelio Admin if it should be removed.
- Clock in to receive the appropriate flexi credit. If missed, add clockings retrospectively for manager validation.

PUBLIC HOLIDAYS: HOURLY USERS

- Manually book public holidays as Hourly Annual Leave when they fall on a working day.
- Book 25th and 28th December 2026. Missing bookings can affect your flexi balance.
- Public holiday time is not returned following sick leave.

Need a balance changed or a leave issue corrected?

Contact the Kelio Admin team - KelioAdmin@north-ayrshire.gov.uk