



Annual Leave Policy

1. INTRODUCTION:

- 1.1 This policy sets out employees' entitlements to annual leave and the Company rules on taking annual leave.
- 1.2 All leave must be pre-authorized by the Company. Taking leave without authorisation will be considered a gross misconduct offence. Taking leave despite a declined request will be considered a gross misconduct offence also. Gross misconduct offences may result in dismissal without notice. Further rules on booking leave from work are given below.

2. COMPLYING WITH THE LAW:

- 2.1 The Working Time Regulations 1998 specify that employees must be given a minimum of 5.6 week's paid annual leave, which can include Public and Bank Holidays, though the Regulations do not give employees a specific right to take leave on Public and Bank Holidays.
- 2.2 Whilst the Company has a policy through which employees can sell a maximum of five days annual leave, the Company is committed to ensuring that employees receive opportunities to take at least the legal minimum in order to comply with the Regulations.
- 2.3 In observance of its statutory duty, the Company reserves the right to reasonably ask an employee to take annual leave without prior notification to take adequate rest to ensure his/her health, safety and wellbeing at work in accordance with the Working Time Regulations 1998.

3. ANNUAL LEAVE ENTITLEMENT:

- 3.1 Full time staff are entitled to **25 days annual leave per annum**. In addition, staff will enjoy **three paid supplementary company closure days at Christmas** and, **8 paid statutory bank holidays per annum**.

- 3.2 The annual leave year runs from **1 April to 31 March** the following year. Whilst every effort will be made to enable employees to take their annual leave at the time of their choice, annual leave requests are subject to management approval aligned with business needs and demands of the service. Leave must be approved in advance prior to confirming any bookings and flights.
- 3.3 For avoidance of doubt, an employee must complete a full month's service to qualify for accrued pro rata annual leave for that particular month. For example: if a new starters joins the Company on a full time basis on 1st Sept, she/he will accrue 2.08 days leave in this month. In comparison, if a new employee starts on 10th Sept, she/he will not qualify for pro rata annual leave for this month on the basis that she/he has not worked a full month of employment with the Company.
- 3.4 The annual leave entitlement will be pro-rata for those working less than full time hours. The calculations of pro-rata annual leave will be based on 25 days and 8 bank holidays.
- 3.5 Employees will be granted an additional day's annual leave following completion of two-year continuous service with the Company or any other organisation listed on the local governments Modification Order.
- 3.6 Following five-year continuous service, the Company will award an additional annual leave day to eligible staff. In summary, the continuity of service will increase an employee's annual leave entitlement to 30 days maximum as follows:

Year 1	25 days	+ 3 compulsory closure days
Year 2	26 days	+ 3 compulsory closure days
Year 5	27 days	+ 3 compulsory closure days

4. COMPULSORY CLOSURE DAYS:

- 4.1 The Company operates an entire shut down of **three working days** each year between **Christmas and New Year**. This period is not included in the calculations of pro rata entitlement of annual leave for part time and term time employees.

4. CARRY FORWARD ANNUAL LEAVE:

Staff may carry forward a **week's untaken annual leave** provided it has been discussed and authorised by their line manager. Any carried forward leave **must be taken by 30th June each year**. Failure to do so will result in staff losing their entitlement to any carried forward leave.

5. BOOKING ANNUAL LEAVE:

- 5.1 Annual leave must be booked through the Company's self-service system. When an employee requests annual leave, his/her request will be considered by the line manager in line with the service needs and staffing availability. Managers reserve the right to refuse annual leave if it cannot be accommodated due to service needs and staffing availability.
- 5.2 Employees are required to give a **minimum of one month's notice** for annual leave requests for **five of more working days**.
- 5.3 Employees should not make any firm travel or accommodation arrangements etc. until they have received confirmation that their request for leave has been granted. The Company is not liable for any loss incurred by an employee, such as lost deposits etc. if they incur costs and make commitments prior to receiving confirmation.
- 5.4 The Company may ask an employee to cancel any previously agreed leave. There may be various reasons for this, such as operational or staffing issues, or business commitments that require the employee's presence e.g. Ofsted inspections. The Company recognises the inconvenience that this may cause an employee and, therefore, understands that the employee may refuse this request.

In such scenarios, the Company will make a decision on whether, where the cancellation is agreed and the employee suffers a financial detriment e.g. lost deposits etc., the employee is to be reimbursed.

6. NEW STARTERS AND PRE BOOKED ANNUAL LEAVE:

- 6.1 During the recruitment process, prospective employees should be asked whether they have any leave booked that would take place after commencement of employment. If the individual is recruited, the Company will normally allow such leave to be taken.
- 6.2 The rules on accrual of annual leave may mean that the employee has not, at the time that leave is to be taken, accrued such length of leave to cover their holiday. In this case, the employee and the line manager will agree how any time off in excess of accrued leave will be covered.
- 6.2 It is the Company's policy not to permit leave within the probation period of six months unless leave was pre-booked before employment commenced.

7. SICKNESS ABSENCE AND ANNUAL LEAVE:

- 7.1 When an employee has been on long-term sick leave and has been unable to use their outstanding annual leave by the end of the annual leave year, they will be allowed to

carry over any outstanding annual leave to the following holiday year. In this situation, employees will be required to take any outstanding leave prior to their return to work and immediately after they being signed fit to return to work by their general practitioner.

- 7.2 Alternatively, based on medical advice employees may be allowed to take annual leave during the course of their continuous sickness absence from work. Requests to do so should be by agreement with the manager and in consultation with HR. This includes pre-booked holidays.
- 7.3 If illness results in the cancellation of a pre-booked annual leave, the employee may substitute sick leave for annual leave on production of a medical certificate (from the first day of sickness), provided the normal procedure has been followed for reporting sickness absence on the first day of illness.
- 7.4 Similarly, if an employee falls sick during the course of a holiday, she/he must report his/her sickness absence by following the normal reporting procedures on the first day of illness and supply a medical certificate.
- 7.5 Employees will not be entitled to an additional day off if they fell sick on a bank holiday. Similarly, during the course of paid long-term sickness absence, employees will not be entitled for additional days off for any bank holidays that may fall during the course of their continuous paid sickness absence.

8. FAMILY LEAVE:

- 8.1 Employees may become entitled to either maternity leave, paternity leave, shared parental leave or adoption leave. The Company has a separate policy for family leave.
- 8.2 Annual leave will continue to accrue during periods of family leave and, as part of a pre-leave meeting that will be arranged between the employee and their line manager, a discussion will take place covering the taking of annual leave around family leave.

9. TERMINATION OF EMPLOYMENT:

- 9.1 When employment terminates part way through a leave year, their leave entitlement will be recalculated on a pro-rata basis. This will determine the amount of leave the employee would be entitled to, for the period of service during the leave year.
- 9.2 Any outstanding leave accrued but untaken will be paid to the employee in their final pay. This is subject to the right of the Company for the employee to take their outstanding leave during their notice period. Otherwise, the amount due for outstanding leave will be added to the employee's final pay.

9.3 If the employee has exceeded their pro-rata entitlement to annual leave at the time they leave their employment, this will be classed as an overpayment and an amount to cover this will be deducted from their final pay.

10. DISSATISFACTION:

If an employee is dissatisfied with the line manager's decision, he/she can lodge an appeal, which will be dealt with by someone more senior than the line manager. This decision will then be final and no further appeal allowed.