

Annual leave policy

General

The holiday year runs from 1st April to 31st March. All full-time and part-time employees are entitled to 5.6 weeks paid annual leave per annum / pro-rata. There is a holiday bonus system in place, where you will receive one extra days holiday for every 5 years of service, applicable on the following years entitlement.

All annual leave must be taken during the holiday year in which it is accrued.

All annual leave dates must be approved in advance by the employee's manager. As much notice as possible of proposed dates must be given to the manager, to ensure adequate staffing coverage at all times. Notice must be at least twice the number of days that the employee wishes to take as annual leave.

Annual leave entitlement in year of commencement

If the employee joins the setting part way through a holiday year, she/he will be entitled to a proportion of her or his annual leave entitlement based on the period of employment in that holiday year. During the employee's first year of service, she/he will not normally be allowed, unless otherwise agreed by the [line manager/trustees/owners/directors], to take more leave than she/he has actually accrued at the time the leave is taken. Entitlement during the employee's first year is calculated monthly in advance at the rate of one-twelfth of the full year's entitlement.

Holiday pay on termination of employment

If the employee leaves the setting's employment part way through a holiday year, she/he will be entitled to be paid for any accrued annual leave for that holiday year that has not been taken by the date of termination.

If, on the employee's date of termination, she/he has taken paid annual leave in excess of earned entitlement, she/he will be required to reimburse the setting (by means of deduction from salary if necessary) in respect of such leave.

No payment in lieu of accrued contractual annual leave will be made to the employee (and where appropriate a deduction will be made from salary) in the event of her or his termination for gross misconduct or in the event of the employee giving inadequate notice of termination or leaving before the contractual notice period has expired. Contractual leave for these purposes means all and any leave entitlement provided for in the employee's contract that is over and above the minimum statutory leave period provided for in the Working Time Regulations 1998.

Sickness during annual leave

Where an employee falls sick or is injured while on leave, the setting will allow the employee to transfer to sick leave and take replacement annual leave at a later time. This policy is subject to the following rules:

- The total period of incapacity must be fully certificated by a medical practitioner [where it exceeds seven days].
- The employee must contact the setting (by telephone if possible) as soon as she/he knows that there will be a period of incapacity during annual leave.
- The employee must submit a written request no later than 10 days after returning to work, stating how much of the annual leave period was affected by sickness and the amount of leave that the employee wishes to take at another time.
- Where the employee is overseas when she/he falls ill or is injured, evidence must still be produced that the employee was ill by way of either a medical certificate or proof of a claim on an insurance policy for medical treatment received at the overseas location.

Where the employee fulfils all of the above conditions, the setting will grant the employee the same

number of days' replacement annual leave as the number of days lost due to sickness or injury.

If an employee is ill or is injured before the start of a period of planned annual leave, the setting will agree to the employee postponing the annual leave dates to another mutually agreed time. Any period of sickness absence will then be treated in accordance with the setting's normal policy on sickness absence. The employee must submit a written request to postpone the planned holiday and this must be accompanied by a letter from her or his doctor confirming that she/he is unfit, or is still likely to be unfit, to take the annual leave.

Annual leave entitlement during sick leave

An employee who is absent on sick leave will continue to accrue her or his full statutory annual leave entitlement.