



# **ANNUAL LEAVE POLICY**

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## Introduction

All staff are entitled to paid annual leave, and annual leave begins to build up ('accrue') as soon as a member of staff starts their job.

## Leave Year

The leave year begins on 1<sup>st</sup> April and ends on 31<sup>st</sup> March. Staff must take their annual leave during this time.

## Leave Entitlement

Leave is accrued throughout the year and will be determined by the number of hours staff work. The current statutory entitlement for full time staff (working 5 days per week) is 28 days.

### ***Allowances are as follows:***

- 5 days per week = 28 days
- 4 days per week = 22 days
- 3 days per week = 17 days
- 2 days per week = 11 days
- 1 day per week = 6 days

Staff working irregular hours will accumulate holiday hours based on the number of hours they work. They will accrue approximately 7.24 minutes of annual leave (60 minutes – 12.07% = 7.24) for every 1 hour they work.

Under this system, staff are allocated one twelfth of their leave in each month, so by the third month they'd be entitled to a quarter of their total leave.

The link below will give you an idea of annual leave allowance.

<https://www.gov.uk/calculate-your-holiday-entitlement>

Staff will also accrue annual leave whilst on maternity leave, which will be based on the average of the previous 12 weekly period before their maternity leave starts.

## Record of Annual Leave

It is staff's responsibility to keep a record of how much annual leave they have taken so that they are aware of how much they have left. Annual leave should be taken throughout the year and not left to build up, as it may not be possible to then take it if other staff have already booked annual leave towards the end of the year.

Each time you book annual leave you will be reminded how much you have taken and how much you have left. You will also be reminded by your manager at every 1:1 supervision how much annual leave you have left.

### **Booking leave**

Paid annual leave cannot be taken in the first 12 weeks of employment. Any leave that is required in this time must be taken unpaid. You will however accrue annual leave during these 12 weeks.

To book annual leave, staff need to complete an Annual Leave Request form from the staff section of the Company website and submit this for approval. Staff will then receive a response by email to say whether the annual leave has been approved or not. It is important for staff to wait until receiving approval for their annual leave before booking any trips etc. Approval will be dependent on how many other people have taken annual leave at the same time, as we have to ensure we can always deliver our services.

Staff should give at least 5 weeks' notice of their intention to take annual leave.

Annual leave is taken and paid in hours. The amount of hours paid per annual leave day will vary, dependent on the number of hours the staff member has worked over the past 12 months.

When booking your annual leave, we will work out how much annual leave to pay you based on the calculation below.

Average number of **hours** worked per day (previous 12 months)

X

Average number of **days** worked per week (previous 12 months)

X

Your hourly rate

=

Annual leave amount (£) to be paid

#### **Example 1:**

A staff member takes 2 days annual leave. Over the past 12 months their average daily working hours are 9, so they are paid 9 hours for each day of their leave – 18 hours in total

#### **Example 2:**

A staff member takes 2 days annual leave. Over the past 12 months their average daily working hours are 5.5, so they are paid 5.5 hours for each day of their leave – 11 hours in total

Once annual leave has been booked and approved, you must give 2 weeks' notice if you wish to cancel it.

For operational reasons, it is not normally possible for staff to take more than 2 weeks annual leave at any one time.

Holidays over the Christmas and New Year period will not be approved due to service requirements. Holidays may be allocated as per the internal rota.

It is our policy to encourage staff to take all their holiday entitlement in the current leave year. In circumstances where it has not been possible for staff to take all their holiday allowance in any one leave year, they will be permitted to carry over a maximum of 5 days annual leave to the following leave year (taken in the hours equivalent).

If staff leave the Company part way through the leave year, they will be paid the financial equivalent of any leave owed to them in their final pay. If staff have exceeded their annual leave entitlement when they leave the Company, the financial equivalent of the excess leave will be deducted from their final pay.

**Paul Battershall**  
**General Manager**