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1. Introduction

This policy applies to all employees of the Trust. It does not form part of any employee's terms and conditions of employment and is not intended to have any contractual effect. The Trust reserves the right to amend this policy at any time.

2. Purpose

To furnish employees with the necessary information regarding annual leave entitlement and authorisation procedures.

3. Scope

The policy covers statutory holiday dates, entitlements and information concerning pro rata calculations for term time and 52 week contracts.

4. Principles

The Trust's holiday year runs from **1 September to 31 August**.

Employee's annual leave entitlement is as specified in his or her individual Statement of Main Terms of Employment.

Where an employee's annual leave entitlement increases with length of service, such entitlement is calculated from the beginning of the holiday year following the anniversary of completion of the service.

Full-time employees' annual leave entitlement includes the eight currently recognised Bank/Public Holidays in England and Wales:

- **New Year's Day**
- **Spring Bank Holiday**
- **Good Friday**
- **Late Summer Bank Holiday**
- **Easter Monday**
- **Christmas Day**
- **May Day**
- **Boxing Day**

Part-time employees are entitled to Bank/Public holidays pro rata. Where the closure is on a

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Bank/Public holiday and the employee has exhausted his or her pro rata Bank/Public holiday entitlement, the employee will not be paid for this day. If the employee wishes to be paid for this day, he or she should take this time from his or her annual leave entitlement.

Employees may be required to work on a recognised Bank/Public holiday depending on operational requirements from time to time. The Trust will aim to give as much notice as is reasonably practical of any such requirement. If employees are required to work on a recognised Bank/Public holiday, they will be entitled to receive the employee's normal basic hourly rate or receive time off in lieu for the hours worked.

Hourly paid employees will be paid at their basic rate of pay; salaried employees will be paid their basic salary in respect of periods of annual leave.

Overtime will not normally be included in the calculation of holiday pay unless:

- It is overtime that the Trust is contractually obliged to offer and the employee is contractually obliged to accept or guaranteed;
- It is overtime that the Trust is not contractually obliged to offer, but the employee does, in fact, regularly work it.

Annual leave payments will accrue from day to day and shall be payable in 12 equal instalments, monthly in arrears on or around the 23rd of the month directly into the employee's nominated bank or building society account.

School employees are not permitted to carry over accrued annual leave from one holiday year to the next except in exceptional circumstances, or as stipulated in their Statement of Main Terms of Employment, and at the sole discretion of the Trust.

Employees (non teaching) on a 52-week contract, and at the discretion of their line manager, may carry up to 5 days' annual leave forward (to be taken by December in the following academic year).

5. Term Time Only Staff

Employees who are employed by the Trust to work on a term-time only basis will not be permitted to take annual leave at any point during the academic terms of the Trust. Such employees are required to take annual leave as it accrues at the first available opportunity outside of the academic terms of the Trust.

6. All Year Round Staff

For employees who are employed by the Trust on a 52-week contract, all periods of annual leave must be authorised in advance by their line manager. Such employees must not make firm annual leave arrangements before receiving confirmation that the request has been authorised.

Completed holiday request forms must be submitted to the employee's line manager as early as possible giving a minimum notice of 2 weeks in respect of proposed annual leave of less than 5 consecutive days and 4 weeks in respect of proposed annual leave of 5 or more

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consecutive days.

Employees are not normally permitted to take more than 10 working days' consecutive dates annual holiday at any one time unless in exceptional circumstances and as agreed with their line manager.

Employees who take unauthorised annual leave may be subject to disciplinary action in accordance with the Trust's Disciplinary Policy and Procedure.

Requests for annual leave will normally be granted on a "first come first served" basis. Owing to the needs of the Trust, the Trust reserves the right to limit the number of employees who may be permitted to take holiday at any one time. The granting of all holiday requests will be subject to adequate cover available and the overall operational needs of the Trust during the proposed period of absence.

7. Staff on Long-Term Sickness Absence

Whilst an employee is on long-term sick leave, he/she may request to take any outstanding annual leave at that time by following the usual holiday request provisions outlined above. Employees are encouraged to do this within the leave year in which that holiday accrued; otherwise, such leave may be lost.

8 Sickness Absence during Holiday

Employees (non teaching) on a 52 week contract have the right to claim sickness absence if they become ill whilst on holiday. However, this will only be considered when accompanied by a Fit Note.

8. Annual Leave on Termination of Employment

On termination of employment, employees will be entitled to be paid for annual leave accrued but not taken as at the date of termination of employment. If on termination of employment an employee has taken more annual leave that he or she has accrued in that holiday year, an appropriate deduction will be made from the employee's final pay.

The Trust may require an employee to take all or part of any outstanding holiday entitlement during a period of notice to terminate the employment or during garden leave.

Written By: Ann White		Reviewed By:
Signed:		Signed:
Date: July 2019		Date: