**INSERT LOGO**

# Annual Leave Policy

Status of Policy: Contractualin respect of annual leave entitlement only, all other elements are non-contractual

Review Date: INSERT

Policy applies to: Employees of the insert name of organisation

1. Introduction

This policy summarises the annual leave that all employees of the organisation are entitled to during their employment and details of how to calculate and request annual leave.

2. Eligibility for annual leave

This policy applies to all staff employed by the organisation.

3. The leave year

The leave year runs from (insert Date to Date e.g. 1 January to 31 December).

4. Annual leave entitlement

The annual leave entitlement is incorporated into the contractual terms and conditions of employment. All full time employees have the following entitlement to annual leave:

Insert e.g. 28 days [please note that the statutory leave entitlement is 5.6 weeks’ paid holiday per year i.e. 28 days (pro rata if part time). An employer can include bank holidays as part of the statutory annual leave.]

This is pro-rated for part time staff.

5. Bank Holiday entitlement

There is no statutory right to paid leave on bank and public holidays. [If appropriate include However, the <name of organisation> currently gives 8 paid bank holidays each year (pro-rated for part time staff).]

6. Frequently Asked Questions about annual leave

6.1 When should I use my annual leave?

The organisation actively encourages all staff to take annual leave in blocks throughout the year to ensure that there is a sufficient break away from work and to enable a good work life balance.

6.2 How do I apply for annual leave?

You should complete your annual leave form (see Appendix 1) and pass it to your insert appropriate person e.g. line manager for authorisation. If the request is agreed, the line manager will inform you by signing the annual leave form.

You should not book any external commitments (e.g. holidays etc.) until your line manager has approved the leave request. Managers may still refuse annual leave even if the individual has already booked external commitments if the leave requested will adversely affect the organisation.

6.3 How much annual leave am I entitled to if I am part time?

Annual leave and bank holiday entitlement will be pro-rated for part time staff and will be calculated in hours.

If you work part-time, any additional bank holiday which is given should be added (in hours) to annual leave entitlement in hours to give a total leave entitlement in hours.

Example: [please note that the calculation below is based on a full leave entitlement of 28 days + 8 bank holidays – this will need to be amended if your organisation gives a different leave entitlement]

If you work 25 hours per week then your annual leave entitlement would be worked out as:

From the table at appendix 2, annual leave = 140 hours.

From the table at appendix 3, bank holidays = 40 hours.

These are added together to give a total of 180 hours per year.

When booking annual leave, or when a bank holiday occurs on a day that is normally worked, the number of hours that would have been worked on that day should be deducted from your total leave entitlement (annual leave entitlement + bank holiday entitlement).

6.4 What if I start ‘part way’ into the annual leave year?

In the first year of service, annual leave will accrue in proportion to completed calendar months of service in that leave year.

6.5 Can I carry over annual leave? [this will be dependent on your organisation’s approach to carrying forward leave – the approach below is the one adopted by DBF]

Annual leave should normally be taken in the year in which it accrues. If this is not possible, then (other than in exceptional circumstances, agreed with your manager) a maximum of 5 days’ entitlement (pro rata for part time staff) can be carried forward into the following year, All leave carried forward must be taken by the 30 April in the following leave year or it will be forfeited. No payment will be made for any untaken leave, other than at the end of employment, in agreement with the line manager and authorised by the [insert appropriate person or delete if the line manager/equivalent is the sole decision maker]

In case of long term sickness see section 6.7

6.6 What if I am sick during my annual leave?

If you are sick during your holiday, the holiday entitlement will only be reimbursed upon production of a medical ‘fit’ certificate to cover the period of sickness. Employees will not be similarly reimbursed if they are sick during Bank Holidays.

6.7 Do I accrue annual leave if I am on long-term sick leave?

Staff will continue to accrue annual leave during sickness leave at the normal rate e.g. 28 days (pro rata for part time staff). There is no entitlement to accrue Bank Holiday hours during periods of sick leave and employees will not be similarly reimbursed if they are sick during Bank Holidays.

Where staff have not been able to take their full leave entitlement in any given leave year due to long term sickness absence, they are entitled to carry forward a maximum of twenty days' leave to be taken during the next leave year. No payment will be made for any untaken leave.

6.8 Do I accrue annual leave if I am on maternity leave?

Staff will continue to accrue annual leave during maternity leave at the normal rate e.g. 28 days (pro rata for part time staff). Additional entitlement to accrue bank holidays will be dependent on the terms of your contract.

6.9 What happens to my annual leave if I leave the Organisation?

You are entitled to annual leave proportionate to the number of completed months of service during that year. If, on the termination of employment, you have accrued, but not taken. holiday entitlement, the name of organisation may either require you to take the unused holiday during your notice period, or make you a payment in lieu of such untaken holiday. If, on termination of employment, you have overtaken their holiday entitlement then this will be reclaimed from your final salary.

6.10 What leave am I required to take between Christmas and New Year (from 24th December until 2nd January)? This paragraph may be deleted or amended in line with the approach taken by your organisation

If leave is requested and authorised over his period, then it will be taken from

an individual’s leave entitlement. Any variations to this arrangement (such as additional Christmas/New Year leave being granted) are entirely at the discretion of the Insert Name of Organisation and authorised by Insert appropriate person. If any additional leave is authorised then this decision will be communicated to all staff by the 1st April each year in order to allow staff to plan their leave.

APPENDIX 1 - ANNUAL LEAVE ENTITLEMENT CARD

ANNUAL LEAVE / OTHER ABSENCE RECORD CARD - [dates of leave year e.g. 1 JANUARY – 31ST DECEMBER] - YEAR:

|  |  |
| --- | --- |
| **NAME:** | **DEPT:** |
| **ANNUAL LEAVE ENTITLEMENT (DAY/HOURS):** | **BANK HOLIDAY ENTITLEMENT (DAYS/HOURS):** |
| **TOTAL LEAVE ENTITLEMENT (DAYS/HOURS):**  **(ANNUAL LEAVE PLUS BANK HOLIDAYS)** | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Carried Forward (Days/Hours) leave 1 Jan – 30 April:** | | | | | | | | | | |
| **Date from** | | **Date to** | | **No of days/ hours** | **Remaining balance**  **C/fwd** | | **Date of request** | | **Employee signature** | **Line Manager approval** |
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| **Leave 2016** | | | | | | | | | | |
| **Annual Leave/**  **Bank Holiday** | **Date from** | **Date to** | **No of days/**  **hours** | | | **Remaining balance** | | **Date of request** | **Employee signature** | **Line Manager approval** |
| *Example- Bank holiday* | *Good Friday -25th March 2016* | *Good Friday- 25th March 2016* | *7 hours* | | |  | |  |  |  |
| *Annual Leave* | *1st August 2016* | *12th August 2016* | *70 hours (2 weeks)* | | |  | |  |  |  |
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**You can carry over a maximum of 5 days pro-rata in exceptional circumstances with agreement from your line manager.**

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| --- | --- | --- | --- | --- | --- |
| **Other Absence 2016** | | | | | |
| **Date from** | **Date to** | **Code**  **(see**  **below)** | **No of days/**  **hours** | **Employee signature** | **Line Manager approval** |
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**CODES**

|  |  |
| --- | --- |
| **S = Sickness**  **C = Compassionate Leave**  **DCL = Dependants Care Leave**  **T = TOIL** | **B = Bereavement Leave**  **F = Funeral Leave**  **J = Jury Service**  **SD = Statutory Duties**  **P = Paternity Leave** |

APPENDIX 2- ANNUAL LEAVE ENTITLEMENT CHART [please note that these calculations are based on a full time equivalent of 28 days leave excluding bank holidays and a full time working week of 35 hours – if this differs in your organisation then the calculations will need to be altered]

Annual leave entitlement for complete years exclusive of bank holidays

|  |  |
| --- | --- |
| **WEEKLY BASIC CONTRACTED HOURS** | **HOURS EQUIVALENT PER ANNUM** |
| 35 | 196 |
| 34.5 | 193.2 |
| 34 | 190.4 |
| 33.5 | 187.6 |
| 33 | 184.8 |
| 32.5 | 182 |
| 32 | 179.2 |
| 31.5 | 176.4 |
| 31 | 173.6 |
| 30.5 | 170.8 |
| 30 | 168 |
| 29.5 | 165.2 |
| 29 | 162.4 |
| 28.5 | 159.6 |
| 28 | 156.8 |
| 27.5 | 154 |
| 27 | 151.2 |
| 26.5 | 148.4 |
| 26 | 145.6 |
| 25.5 | 142.8 |
| 25 | 140 |
| 24.5 | 137.2 |
| 24 | 134.4 |
| 23.5 | 131.6 |
| 23 | 128.8 |
| 22.5 | 126 |
| 22 | 123.2 |
| 21.5 | 120.4 |
| 21 | 117.6 |
| 20.5 | 114.8 |
| 20 | 112 |
| 19.5 | 109.2 |
| 19 | 106.4 |
| 18.5 | 103.6 |
| 18 | 100.8 |
| 17.5 | 98 |
| 17 | 95.2 |
| 16.5 | 92.4 |
| 16 | 89.6 |
| 15.5 | 86.8 |
| 15 | 84 |
| 14.5 | 81.2 |
| 14 | 78.4 |
| 13.5 | 75.6 |
| 13 | 72.8 |
| 12.5 | 70 |
| 12 | 67.2 |
| 11.5 | 64.4 |
| 11 | 61.6 |
| 10.5 | 58.8 |
| 10 | 56 |
| 9.5 | 53.2 |
| 9 | 50.4 |
| 8.5 | 47.6 |
| 8 | 44.8 |
| 7.5 | 42 |
| 7 | 39.2 |
| 6.5 | 36.4 |
| 6 | 33.6 |
| 5.5 | 30.8 |
| 5 | 28 |
| 4.5 | 25.2 |
| 4 | 22.4 |
| 3.5 | 19.6 |
| 3 | 16.8 |
| 2.5 | 14 |
| 2 | 11.2 |
| 1.5 | 8.4 |
| 1 | 5.6 |
| 0.5 | 2.8 |

APPENDIX 3 - BANK HOLIDAYS [please note that these calculations are based on a full time equivalent of 8 bank holidays in addition to annual leave and a full time working week of 35 hours – if this differs in your organisation then the calculations will need to be altered]

Calculation of leave for bank holidays

| **Weekly basic contracted hours** | **Hourly entitlement for full leave year (based on 8 bank holidays)** | **Hourly allowance on each bank holiday as it occurs**  (NB this is the amount **accrued** on each Bank Holiday – the amount you actually take off your total entitlement is equivalent to the hours you normally work and are paid for on that day) |
| --- | --- | --- |
| 35 | 56 | 7 |
| 34.5 | 55.2 | 6.9 |
| 34 | 54.4 | 6.8 |
| 33.5 | 53.6 | 6.7 |
| 33 | 52.8 | 6.6 |
| 32.5 | 52 | 6.5 |
| 32 | 51.2 | 6.4 |
| 31.5 | 50.4 | 6.3 |
| 31 | 49.6 | 6.2 |
| 30.5 | 48.8 | 6.1 |
| 30 | 48 | 6 |
| 29.5 | 47.2 | 5.9 |
| 29 | 46.4 | 5.8 |
| 28.5 | 45.6 | 5.7 |
| 28 | 44.8 | 5.6 |
| 27.5 | 44 | 5.5 |
| 27 | 43.2 | 5.4 |
| 26.5 | 42.4 | 5.3 |
| 26 | 41.6 | 5.2 |
| 25.5 | 40.8 | 5.1 |
| 25 | 40 | 5 |
| 24.5 | 39.2 | 4.9 |
| 24 | 38.4 | 4.8 |
| 23.5 | 37.6 | 4.7 |
| 23 | 36.8 | 4.6 |
| 22.5 | 36 | 4.5 |
| 22 | 35.2 | 4.4 |
| 21.5 | 34.4 | 4.3 |
| 21 | 33.6 | 4.2 |
| 20.5 | 32.8 | 4.1 |
| 20 | 32 | 4 |
| 19.5 | 31.2 | 3.9 |
| 19 | 30.4 | 3.8 |
| 18.5 | 29.6 | 3.7 |
| 18 | 28.8 | 3.6 |
| 17.5 | 28 | 3.5 |
| 17 | 27.2 | 3.4 |
| 16.5 | 26.4 | 3.3 |
| 16 | 25.6 | 3.2 |
| 15.5 | 24.8 | 3.1 |
| 15 | 24 | 3 |
| 14.5 | 23.2 | 2.9 |
| 14 | 22.4 | 2.8 |
| 13.5 | 21.6 | 2.7 |
| 13 | 20.8 | 2.6 |
| 12.5 | 20 | 2.5 |
| 12 | 19.2 | 2.4 |
| 11.5 | 18.4 | 2.3 |
| 11 | 17.6 | 2.2 |
| 10.5 | 16.8 | 2.1 |
| 10 | 16 | 2 |
| 9.5 | 15.2 | 1.9 |
| 9 | 14.4 | 1.8 |
| 8.5 | 13.6 | 1.7 |
| 8 | 12.8 | 1.6 |
| 7.5 | 12 | 1.5 |
| 7 | 11.2 | 1.4 |
| 6.5 | 10.4 | 1.3 |
| 6 | 9.6 | 1.2 |
| 5.5 | 8.8 | 1.1 |
| 5 | 8 | 1 |
| 4.5 | 7.2 | 0.9 |
| 4 | 6.4 | 0.8 |
| 3.5 | 5.6 | 0.7 |
| 3 | 4.8 | 0.6 |
| 2.5 | 4 | 0.5 |
| 2 | 3.2 | 0.4 |
| 1.5 | 2.4 | 0.3 |
| 1 | 1.6 | 0.2 |