



MAINDEE UNLIMITED LEAVE ENTITLEMENT POLICY

Aims of the Policy

To outline the Charity's policy in relation to annual and special leave entitlements

1. ANNUAL LEAVE

The full time annual leave entitlement is:

Up to 5 years continuous service	25 days
Between 5 and 10 years continuous service	29 days
Over 10 years continuous service	32 days

The additional entitlement for employees with over 5 years continuous service will be calculated from the date of employment anniversary and is calculated pro-rata for the annual leave year.

Annual leave – Joiners and Leavers

Annual leave entitlement from previous employers must be settled with them before beginning employment with the Charity.

The annual leave year date for new employees joining the Charity is the 1 April to 31 March.

When employees leave the Charity, their annual leave entitlement will be recalculated from the beginning of their annual leave year up to, and including, their last day of employment with the Charity.

Employees shall make every reasonable effort to take all remaining annual leave due to them before they leave the Charity. Only in exceptional circumstances, where business needs and/or service provision prevent the management from agreeing leave, will payment be made for any remaining holiday accrued but not taken by their final date of employment.

Any annual leave taken over and above the appropriate entitlement will be deducted from the employee's final salary payment.

Annual leave entitlement for employees joining or leaving the Charity is calculated on a proportionate basis. Any fraction of a day equal to less than half a day will be treated as a half day. Any fraction of a day equal to over half a day shall be treated as a whole day.

Annual Leave - Part-Time Employees

Annual leave for employees who work less than 37 hours per week and/or less than 52.143 weeks a year is worked out on a pro-rata basis. For the purposes of calculating annual leave, entitlements will be expressed in hours over the year.

Employees working a term time only pattern shall take annual leave during school holiday periods

Annual Leave - Casual and Relief Workers

Casual and relief workers leave entitlements will be calculated on a quarterly basis and expressed in hours. Leave entitlement will be calculated based on the average number of hours worked per week, per period, as relevant.

Annual leave and Sickness Absence

An employee who becomes sick whilst on annual leave is considered as being on sick leave from the date of a doctor's medical certificate; self-certification alone will not be acceptable. Employees in these circumstances may be asked to attend an appointment with the Council's Occupational Health Physician.

Annual leave entitlement continues to be accrued during periods of sickness absence. In cases where an employee's sickness absence spans two annual leave years, further guidance should be sought from the Charity.

Annual leave and Ill Health Retirement

Annual leave owed will be paid in addition to payment in lieu of notice in the event of an ill health retirement.

Annual Leave and Maternity Leave

Annual leave is accrued during the entire period of a maternity leave.

Annual Leave Notification

Employees shall plan their annual leave in advance making every reasonable effort to ensure their full annual leave entitlement is taken within their leave year. When planning annual leave, and in advance of submitting a leave request, employees will take into consideration business needs and service provision.

Employees shall submit annual leave requests to their line manager in advance and in accordance with the **minimum** periods set out below:

Amount of leave	Minimum Advance Period
Under 1 week	1 week
1 week	2 weeks
2 weeks	4 weeks

Leave will not normally be refused unless approval of the leave would impact on service provision or office cover.

Where it is necessary to refuse a request for leave the manager will advise the employee of their decision as soon as reasonably practicable.

There may be provision, depending on service requirements, for flexibility in these notice periods and in exceptional circumstances these notice requirements will not be followed.

Carry Over of Annual Leave to Next Leave Year

In exceptional circumstances, where it has not been possible for employees to take all of their leave within their leave year, employees may request to carry over untaken leave to the following annual leave year. The maximum number of days that an employee can request to carry forward is **five** (pro rata for part time employees).

Employees wishing to carry over untaken leave to the following annual leave year should make a formal written request to their manager, detailing the number of days requested to be carried over and the reasons why it has not been / will not be possible to take these days' leave within the leave year. This application should be made a minimum of four weeks before the end of the employee's annual leave year. The manager will then determine the employee's application and confirm their decision in writing to the employee; their decision is final.

Where an employee has more than five days' untaken annual leave at the end of their annual leave year, any untaken annual leave over the five days' (pro rata for part time employees) will be lost. The Charity will not make a payment to employees in respect of "lost" untaken annual leave.

2. BANK (OR PUBLIC) HOLIDAY AND STATUTORY DAYS

Entitlements

the full time Bank Holiday entitlement, assuming an employee is continuously employed for the period 1 April to 31 March, is 8 days.

An indication of when these holidays fall is as follows:

Easter	2 days	Good Friday and Easter Monday
May Day	1 day	Always a Monday (early May)
Spring Bank	1 day	Always a Monday (late May)
Summer Bank	1 day	Always a Monday (late August)
Christmas	2 days	Christmas Day and Boxing Day
New Year	1 day	New Year's' Day

Employees are entitled to Bank Holidays during maternity absence. Time off in lieu will be given for these days on employees' return to work (pro rata, where appropriate).

Bank Holiday Entitlement for Part Time Employees

Where employees work less than 37 hours a week and/or their working weeks are less 52.143 per annum, a pro-rata entitlement to Bank Holiday leave will apply.

Those employees required to work Bank Holidays shall receive, proportionate to their Bank Holiday entitlement, time off with pay at a later date to be agreed with their line manager.

Bank Holiday entitlement accrues over the year and should not be pre-calculated at the start of a financial year.

Managers should be fair and reasonable when drawing up rotas for Bank Holiday cover to ensure that cover is shared fairly amongst the applicable employees.

3. SPECIAL LEAVE

It is recognised that there may be times when employees need to time to resolve problems outside of work and the provision of special leave to cover certain of these circumstances will contribute to increased morale.

Request for special leave will be considered sympathetically in the light of individual circumstances and may be granted at the discretion of the manager or Board of Trustees. It is important for employees to consider the needs of the Charity and to make every effort to make alternative arrangements wherever possible.

Special Leave granted under this policy is not intended for long term domestic and family situations, which may be provided for in other ways, e.g. annual leave, unpaid leave, reduced working hours etc.

A written application, clearly stating the reason and circumstances for the request, must be completed for all Special Leave requests.

The table on the following page describes the main types of special leave and associated arrangements.

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