



ANNUAL LEAVE POLICY

ANNUAL LEAVE POLICY

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 1st April and ends on 31st March. Staff must take their annual leave during this time.

Leave Entitlement

Leave is accrued throughout the year and will be determined by the amount of hours staff work.

The current statutory entitlement for full time staff (working 37.5 hours per week for the full leave year) is 5.6 weeks holiday, which equates to 12.07% of hours worked or 210 hours.

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.

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

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

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

Record of Annual Leave

Staff will be sent their payslip by email every 4 weeks which tells them the following:

- How much leave they have accrued
- How much leave they have taken
- How much leave they have remaining

It will also predict (based on the last 12 weeks) the following;

- Forecasted accruable Hours
- Number of hours booked
- Forecasted remaining hours

***Please note, these are forecasts based on the previous 12 weeks, if your hours suddenly change, or you go off sick. This will affect your future remaining hours figure. You can use the HMRC calculator to work out approximately how much leave you will accrue between now and the end of the year via the link below.**

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

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 cannot be carried over to the next year and cannot be exchanged for pay therefore staff need to ensure that they take their entitlement during the year. Annual leave should also 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.

Booking leave

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.

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

Annual leave is taken and paid in hours. 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 weeks)

X

Average number of **days** worked per week (Previous 12 weeks)

X

Your hourly rate

= Annual leave amount (£) to be paid.

***Please note, the average 12 weekly period is based on the 12 weeks directly before the time of booking and not 12 weeks prior to the start date of your leave.**

Once annual leave has been booked and approved, you must give 2 weeks' notice if you wish to cancel it. You will be paid the annual leave in the relevant payroll period.

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 you to take all your holiday entitlement in the current holiday year. We do not permit holidays to be carried forward and no payment in lieu will be made in respect of untaken holidays other than in the event of termination of your employment.

Daniel Huthwaite
Managing Director

A handwritten signature in black ink, appearing to read 'D Huthwaite', written in a cursive style.