



**ANNUAL LEAVE POLICY 2017**

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**Purpose**

The purpose of this policy is to ensure that annual leave is managed fairly and consistently across the Federations, and to inform all members of staff of the procedure that must be followed when applying for annual leave.

This policy applies to all staff working under a contract of employment on a substantive or fixed-term basis.

**Responsibilities**

**Federation Support Unit (FSU)**

The FSU will be responsible for the issue of annual leave through Cascade at the commencement of each leave year (01 April) or when an employee commences employment.

**Employee**

The employee will request leave in line with this policy and ensure that there is no unnecessary accumulation of leave at the end of the leave year. Employees should maintain records appropriately.

**Manager**

Approve leave requests in a timely manner and provide reasons to rejection if appropriate. Ensure that employees are managing their leave allocation appropriately, to ensure that an accumulation of unused leave does not occur at the end of the leave year.

**Entitlement**

Federation employees will be entitled to a quota of 27 days annual leave per annum pro rata, as per their contract of employment. This total is not inclusive of public and bank holidays (see below). The leave year will run from 01 April to 31 March. Entitlement to annual leave will increase to 29 days per annum pro rata after 5 years’ service with the Federation, and 33 days per annum pro rata after 10 years’ service.

**Leave application procedure**

All employees will be issued with an electronic record of leave through Cascade at the start of the leave year. The purpose of this record is to request and approve leave throughout the leave year, and to keep an accurate record of the balance.

Annual leave should only be taken with the prior approval of the line manager and should only be agreed by taking account of the exigencies of the service. However, any reasonable request for annual leave should be considered. If your application for leave is refused, your line manager will notify you, via Cascade, as soon as possible, providing a business reason for the refusal. Requests for annual leave of 1 week or more should normally be made at least 4 weeks in advance.

**Carrying forward and Using Annual leave**

Federation employees may carry forward a maximum of one working week’s unused annual leave from one leave year to the next (pro-rated for part time staff). In these circumstances, you must obtain prior approval from your line manager.

You are encouraged to use at least half of your leave quota by the end of September in the leave year it is allocated. Employees should also ensure they have enough leave to last until the end of the leave year.

**Brought forward annual leave**

Any request to ‘anticipate’ annual leave before it has been accrued i.e. in the leave year before the leave is due, should only be made and agreed in exceptional circumstances. In such cases, an amount of leave may be brought forward from the next leave year, on a ‘without precedence’ basis, and guidance should be sought from Human Resources before any agreement is reached.

**Sickness during Annual Leave**

Should sickness occur during a period of annual leave, employees must notify their managers as soon as they possibly can in line with the sickness reporting guidance. Please note that a medical certificate may be required regardless of the length of sickness before the annual leave is added back onto the leave quota.

**Part time Employees**

Part time employees will be entitled to 27, 29 or 33 days per annum, pro-rated based in their contracted hours of work.

**Annual Leave Following a Contract Change or Unpaid Leave**

Annual leave entitlement will remain unchanged for the duration of the leave year, unless due to the following:

* Contract Change
* Period of unpaid leave (not Parental Leave)

In both cases the annual leave entitlement will need to be adjusted. In these circumstances, please contact Human Resources who will assist with the recalculation of annual leave entitlement within the year the change occurs. For example:

**Contract Change**

An employee starts the leave year with a 37½ hour working week, and changes their hours per week to 30 on 01 September. Their annual leave quota will be calculated on the basis of 37½ hpw for 153 calendar days of the leave year, with the remaining 212 calculated based on 30 hpw.

**Unpaid Leave**

Annual leave will be calculated based on a full working year in calendar days, less the number of days taken as unpaid leave. For example if an employee has approval for 2 weeks unpaid leave (14 calendar days), then:

*27 (full time entitlement) \* 7.5 (normal working day) / 365 (full calendar year) \* 351 (number of calendar days actually worked) = 196.6 hours.*

Therefore, the employee will forfeit approximately 8 hours from their leave entitlement for the year.

**Termination of Employment**

No payment in lieu of unused annual leave will be made unless in the event of an employee leaving the Federation. However, all employees are encouraged to use their pro-rated leave quota by their last day of service. Unused annual leave, which has accrued but has not been taken, will be paid with your final salary.

Where annual leave taken exceeds the numbers of days accrued at the date of termination, this will be deducted from your final salary.

**Bank / Public Holidays**

As per their contract of employment, all employees will be entitled to 10 bank/public holidays (hereafter referred to as public holidays), allocated on a part time basis for part time employees. The public holidays normally fall based on the following basis:

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| New Year’s Day | Last Monday in May (Spring Bank Holiday) |
| St Patrick’s Day | 12th July |
| Easter Monday | Last Monday in August (Summer Bank Holiday) |
| Easter Tuesday | Christmas Day |
| 1st Monday in May (early May bank Holiday) | Boxing Day |

Public holidays are taken on the day they normally fall. For part time employees, a ‘ready reckoner’ is available to plot whether or not employees exceed their public holiday quota based on their entitlement and when the days fall. If this quota is not used, then the surplus should be added to the annual leave quota. If the quota is exceeded, the excess should be either deducted from the annual leave quota, or alternatively arrangements can be made for these hours to be worked at another time. For the purposes of recording, public holidays will be added to the annual leave entitlement and recorded on the leave sheet.

Maternity and annual leave entitlement

While on maternity leave, both paid and unpaid, you will still accrue annual leave and public holiday entitlement. Where the amount of accrued annual leave would exceed normal carry-over provisions, it may be mutually beneficial to both the employer and employee to take annual leave before and/or after the formal (paid and unpaid) maternity leave period. The amount of annual leave to be taken in this way, or carried over, should be discussed with your Line Manager.