



The Athelstan Trust

Annual Leave Policy

Date of review	Approved by	Date of Approval	Next review	Website
June 2022, June 2024	Staffing Committee	26 th June	April 2027	Y

This policy applies to members of staff contracted to 52 weeks per year (either part time or full time).

This policy sets out the Trust's rules in relation to annual leave for members of staff employed on this basis.

It is important that you take regular holidays for your wellbeing and to take some time away from work.

We encourage you to take your full entitlement and to spread out your annual leave throughout the year to prevent building up an excessive period of leave at the end of each annual leave year.

Your entitlement

The annual leave year runs from 1st April to 31st March.

Your annual leave entitlement is 25 days per annual leave year, increasing to 30 days per annual leave year after 5 years' service has been completed. This is calculated on a pro-rata basis if you work part time. In addition, you are entitled to take as paid leave bank and public holidays.

If your employment starts or terminates part way through an annual leave year, your annual leave entitlement during that year will be calculated on a pro rata basis.

Except where set out in this policy and/or otherwise required by law, all annual leave must be taken during the annual leave year in which it is accrued otherwise it will be lost. Usually, a maximum of 5 days may be carried over from one annual leave year to the next. In exceptional circumstances this may be altered but this will be at the discretion of your line manager, but only where your line manager has given permission in writing. Any annual leave carried over must be used within the first 3 months of that annual leave year and should be booked in a timely manner at the beginning of that annual leave year.

Booking annual leave

To book annual leave, you must use iTrent to complete an online request. All annual leave must be approved in advance by your line manager. You must give at least one month's notice when booking leave.

Every effort will be made to meet a request for annual leave. However, there may be circumstances where your line manager may turn down your annual leave request due to operational needs or where there is insufficient capacity within the Trust to accommodate high levels of leave.

Requests for annual leave within term time will not be automatically approved and will have to be agreed by your line manager.

Taking annual leave

During the first year of your employment, unless your line manager has given permission in writing, the amount of leave that you may take is limited to the amount of leave that you have accrued at that time.

We reserve the right to require you to take leave on specified dates including periods of shut down and to avoid staff accruing large amounts of untaken annual leave. In such circumstances, you will receive notice that is at least twice the number of working days that you are required to take.

Pay for annual leave

You will receive normal pay during any day taken as part of your annual leave entitlement.

You are not entitled to pay in lieu of annual leave not taken, except on termination.

Annual leave entitlement and family leave

You will continue to accrue your annual leave entitlement during any period of family leave (i.e. maternity, paternity, adoption and shared parental leave).

You should make every effort to take any outstanding annual leave entitlement before commencing family leave or immediately after your family leave has ended. Any annual leave entitlement that has not been taken because of family leave may be carried over into the next annual leave year with the agreement of your line manager.

Annual leave and sickness

If you become sick or injured while on annual leave such that you would be unfit for work, you may ask the Trust to treat the period of incapacity as sick leave and reclaim the annual leave.

To be able to claim occupational sick pay you must notify your line manager of your incapacity immediately, and the usual requirements for medical evidence in this policy will also apply, even if you are abroad.

If you are on sick leave, you may choose to cancel any pre-arranged annual leave that would otherwise coincide with your sick leave. You should notify your line manager as soon as possible if you wish to do this.

If a period of sick leave extends into the next holiday year, or if there is not enough time left in the current holiday year to make it practicable for you to take your remaining holiday entitlement, you can carry any unused holiday entitlement over to the following leave year, to be used within three months of your return to work. Any annual leave not taken within 18 months of the end of the holiday year in which it accrues (whether or not you have returned to work) will be lost.

Annual leave pay on termination of employment

On the termination of your employment, you will receive a payment in lieu of accrued and untaken annual leave for that annual leave year.

You may be required to take outstanding annual leave during your notice period.

If, on the termination date, you have taken more annual leave than your accrued entitlement, the corresponding amount will be deducted from your final salary payment.

If you are dismissed for gross misconduct, or if you leave before the contractual notice period has expired, you will not be entitled to payment in lieu of accrued contractual annual leave over and above the statutory minimum.