

Bishop Vaughan Catholic School

Annual Leave Policy

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Bishop Vaughan Catholic School follows the LA's policy on Annual Leave. It is reproduced here in full.

Copies of this policy are available on our website, in policy folders on the school network and can be made available on request.

ANNUAL LEAVE POLICY

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ANNUAL LEAVE POLICY

1.0 POLICY STATEMENT

- 1.1. This policy contains details of the Council's standard procedure for administering and recording the taking of annual leave.
- 1.2. Staff may be required to take any part of their annual leave entitlement on such dates as the Council may require.
- 1.3. All leave requested must be properly recorded and authorised by the Line Manager and must be within the exigencies of the service, prior to leave being taken. Managers are responsible for monitoring the annual leave of their team members.

2.0 SCOPE

- 2.1. This policy applies to all employees other than those on JNC and teachers' terms and conditions.

3.0 ENTITLEMENT

- 3.1. Every employee is entitled to annual leave; the amount of leave entitlement will depend on the employee's unbroken service with Local Government.

Length of service	Entitlement
Under 5 years continuous service	25 days
5 - 9 years continuous service	30 days
10 years continuous service or more	34 days

- 3.2. In addition to the above, employees will be entitled to 8 bank/public holidays and one extra statutory day.
- 3.3. Any previous continuous service with an organisation covered by the Redundancy Payments (Local Government Modification) Orders, (which covers Local Authorities and related bodies) which is continuous to the employment with the City and County of Swansea, will be included in calculating entitlement to annual leave.
- 3.4. The annual leave year for all employees of the City and County of Swansea will run from the first day of the month, following their date of birth (i.e. if date of birth is 5th May, the leave year will run from 1st June to 31st May the following year).
- 3.5. For a part time or job share employee, they will receive pro-rata the full time equivalent for annual leave and bank holidays based on their reduced weekly working hours.

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- 3.6. If an employee commences employment part way through their leave year, then they will be entitled to annual leave pro rata according to the date they start employment with the Council. If an employee terminates their employment in the middle of the month, the leave entitlement is calculated on a pro rata basis using the number of days already worked.

4.0 REQUESTING ANNUAL LEAVE

- 4.1. When leave is required by an employee a request needs to be made. Employees should endeavour to provide as much notice of the intended leave, normally 5 days before the employee wishes to take the leave. However, in cases of emergency circumstances this notice period may be less.
- 4.2. Employees can request that they take emergency annual leave. A maximum of 3 days per year can be requested. The normal request and authorisation processes should be followed, i.e. services have to be maintained. However, there should not be any unreasonable refusals of such requests.
- 4.3. The request must be submitted to the employee's Line Manager and approved before any leave can be taken.
- 4.4. Employees should not book or commit themselves to a holiday before gaining their line manager's approval for the leave.
- 4.5. Every endeavour will be made to approve annual leave. However, there may be circumstances where a manager is unable to approve the request taking into account the needs of the business.
- 4.6. If leave is granted, the Line Manager/employee must then immediately update the annual leave record form.
- 4.7. This annual leave record form must be made available to the line manager/employee to view upon request.

5.0 ANNUAL LEAVE CARRY OVER

- 5.1. A maximum of **5 days annual leave may be carried over** to the employees following annual leave year, but only where:
- that annual leave could not be taken in the previous annual leave year due to work pressures within the employees Service area, or
 - additional annual leave has been purchased under the Additional Annual Leave Purchase Scheme or
 - there are personal or other reasons why the leave could not be taken which your manager has been made aware.
- 5.2. Authorisation from the line manager will be required. These 5 days will be added onto the employee's next annual leave entitlement.

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- 5.3. Ordinarily, annual leave cannot be “borrowed” from an employee’s next leave year. However, managers may use their discretion and allow an employee to borrow up to 5 days’ leave from their next leave year in exceptional cases.
- 5.4. Employees, who are dismissed for health reasons, will receive the payment as a lump sum. Annual leave for the current year will be paid as a pro rata calculation of the **contractual leave** entitlement.

6.0 TERM TIME WORKING ARRANGEMENTS

- 6.1. Staff working on a term time arrangement basis will not be allowed to take annual leave during term time. Allowances will be made where there are exceptional circumstances in which special dispensation is needed (for example, child is ill).
- 6.2. Where an employee is absent as a result of long-term sickness, accrued annual leave may have to be taken in term time but this will be considered on a case by case basis. Authorisation from the relevant line manager must be sought in these instances.

7.0 TAKING ANNUAL LEAVE DURING SICKNESS

- 7.1. An employee on long term sick leave may request to take accrued annual leave during periods of long-term sickness using the normal request procedure.
- 7.2. If an employee has pre-booked annual leave but then reports sick, as long as they have a medical paper to confirm that they are sick, this will override their annual leave.
- 7.3. However, an employee can carry over unused holiday entitlement from one holiday to year to another if they have not been able to take their leave because of sickness absence. This is because the Authority legally has to provide the employee with a maximum of 28 days per leave year. This is the statutory amount under the Working Time Regulations and includes Bank Holidays. In summary, an employee whose leave year ends while they are on long term sick will be entitled to carry over a maximum of 28 days **Statutory Leave**, less any annual leave and bank holidays that were taken **prior** to the sickness commencing. This therefore means that;
 - the entitlement to paid annual leave will continue to accrue whilst an employee is on long term sick leave;
 - the right to **paid statutory annual leave** does not end at the end of the leave year which means that an employee can take their leave on their return to work even if that is during another leave year;
 - if employment is terminated while the employee is on sick leave they are entitled to a lump sum payment in lieu of untaken and **accrued paid statutory annual leave**. This is calculated taking into account the employee’s normal remuneration and is subject to the normal taxation, pension and NI deductions.
- 7.4. However, employees may only carry forward up to four weeks’ annual leave they have not taken because of sickness absence for up to 18 months from the end of the holiday leave year in which it was accrued.

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8.0 ABUSE OF THE POLICY

- 8.1. Deliberate falsification of recording leave, exceeding leave entitlement or, failing to obtain proper authorisation, prior to taking leave will be treated as gross misconduct and may lead to dismissal.

9.0 POLICY MONITORING

- 9.1. The Council will monitor the application of this policy and has discretion to review it at any time through the appropriate consultation mechanisms.
- 9.2. Responsibility for the implementation, monitoring and development of this policy lies with the Head of HRandOD and Service Centre. Human Resources. Day to day operation of the policy is the responsibility of nominated officers who will ensure that this policy is adhered to.

Version Number	Details of Change	Date
5.0	<ul style="list-style-type: none"> ➤ Paragraph 2.1 amended to confirm scope of policy. ➤ Paragraph 3.5 – Delete – Click for example calculations ➤ Paragraph 4.1 – change of how requests are made ➤ Paragraph 4.2. – added emergency leave ➤ Paragraph 4.3 – change of how requests are made ➤ Paragraph 4.5 – change to annual leave record form, deleted all other terminology. ➤ Paragraph 4.6 – Deleted ➤ Paragraph 4.7 – Change to annual leave record form ➤ Paragraph 4.8 - Deleted ➤ Paragraph 9.0 - Deleted 	Dec2023