



Holy Family of Nazareth Catholic Academy Trust

Annual Leave Policy

Date of policy: **October 2019**

Date last review adopted by HFNCAT Board: **December 2019**

Frequency of review: **Annual**

Date of next review: **October 2020**

This policy applies to employees of the Academy only. It does not form part of any employee's terms and conditions of employment and is not intended to have any contractual effect. The Academy reserves the right to amend this policy at any time.

The Academy's Holiday Year runs from 1 September to 31 August.

Employee's annual leave entitlement is as specified in his or her individual contract of employment.

Where an employee's annual leave entitlement increases with length of service, such entitlement is calculated from the beginning of the Holiday Year following the anniversary of completion of the service.

Full time employee's annual leave entitlement includes the eight currently recognised Bank/Public Holidays in England and Wales.

These are:

New Year's Day	Spring Bank Holiday
Good Friday	Late Summer Bank Holiday
Easter Monday	Christmas Day
May Day	Boxing Day

Part-time employees are entitled to bank/public holidays pro rata. Where the Academy closes on a bank/public holiday and the employee has exhausted his or her pro rata bank/public holiday entitlement, the employee will not be paid for this day. If the employee wishes to be paid for this day, he or she should take this time from his or her annual leave entitlement.

Full time employees accrue annual leave at the rate of one twelfth of the employee's annual leave entitlement from the first day of their employment with the Academy. This applies to part-time employees, pro rata.

Hourly paid employees will be paid at their basic rate of pay; salaried employees will be paid their basic salary in respect of periods of annual leave. Overtime will not normally be included in the calculation of holiday pay. Only where overtime is contractually guaranteed will this be included in the calculation of holiday pay unless: -

- it is overtime that the Academy is contractually obliged to offer, and the employee is contractually obliged to accept or guaranteed; or
- it is overtime that the Academy is not contractually obliged to offer, but the employee does, in fact, regularly work it.

Annual leave payments will accrue from day to day and shall be payable in 12 equal instalments, monthly in arrears on the 15th of the month directly into the Employee's nominated bank or building society account.

On termination of employment, employees will be entitled to be paid for annual leave accrued but not taken as at the date of termination of employment. If on termination of employment an employee has taken more annual leave than he or she has accrued in that Holiday Year, an appropriate deduction will be made from the employee's final pay.

Employees are not permitted to carry over accrued annual leave from one Holiday Year to the next save in exceptional circumstances and at the sole discretion of the Academy.

Employees who are employed by the Academy to work on a term-time only basis will not be permitted to take annual leave at any point during the academic terms of the Academy. Such employees are required to take annual leave as it accrues at the first available opportunity outside of the academic terms of the Academy.

For employees who are employed by the Academy on "all year round" contracts, all periods of annual leave must be authorised in advance by the Principal/Head Teacher. Such employees must not make firm annual leave arrangements before receiving confirmation that the request has been authorised.

Completed holiday request forms must be submitted to Academy Business Manager as early as possible giving a minimum notice of 2 weeks in respect of proposed annual leave of less than 5 consecutive days and 4 weeks in respect of proposed annual leave of 5 or more consecutive days.

Employees are not normally permitted to take more than 10 working days, consecutive dates annual holiday at any one time.

Employees who take unauthorised annual leave may be subject to disciplinary action in accordance with the Academy's Disciplinary Policy and Procedure.

Requests for annual leave will normally be granted on a "first come first served" basis. Owing to the needs of the Academy and its students, the Academy reserves the right to limit the number of employees who may be permitted to take holiday at any one time. The granting of all holiday requests will be subject to adequate cover available and the overall operational needs of the Academy during the proposed period of absence.

Employees who are ill during a period of authorised annual leave may elect to take that holiday at a later agreed time within the leave year in which that holiday accrued (unless exceptional circumstances apply), provided they have followed the Academy's sickness absence notification and certification procedure on each of the days they were incapacitated by reason of illness or injury.

Requests should be made in writing to the Principal/Head Teacher or Academy Business Manager and should set out:

- the number of days during which the employee was incapacitated by reason of injury or illness during the period of leave in question;
- how and to whom the sickness absence was notified and on what dates enclosing copy medical certificates where relevant; and
- the alternative dates that the employee would like to request to take in lieu.

The Principal/Head Teacher or Academy Business Manager will consider the employee's request and confirm where necessary that the sickness absence notification and certification was complied with. The Academy will then write to the employee confirming whether their request can be considered. Where a valid request is made, the employee will be invited to submit a Holiday Request Form in the normal way for the substitute days requested.

The Academy may require an employee to take all or part of any outstanding holiday entitlement during a period of notice to terminate the employment or during Garden Leave.

