

## ANNUAL LEAVE POLICY

<b>Policy Adopted</b>	August 2009
<b>Last Reviewed</b>	January 2022
<b>Next Review Due</b>	September 2024

Date	Reviewed by	Approved by	Date Accepted by Trustees
January 2022	Operations Manager	Policy Review Committee	31/01/2022

## 1. Policy Statement

Triple C (Liverpool), hereafter referred to as **Triple C** recognises the holiday requirements of employees and encourages them to take regular breaks throughout the year. If you have family and/or caring responsibilities, we will do our utmost to ensure that you can take holidays that fit in with these e.g. school holidays, medical appointments, but this may not always be possible as this needs to be balanced with operational needs

## 2. Annual Leave Entitlement

All employees at Triple C are entitled to 25 days or 187.5 hours paid annual leave in any one year, based on a 37.5-hour week and as well as bank holidays if you work on the days that they fall. Employees are also entitled to pro-rata days or hours leave, in accordance with UK bank holidays, details of which can be found on the following website - [UK bank holidays - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

This entitlement will be pro rata for part-time staff and calculated as follows:

$(\text{Contracted hours} / 37.5 \text{ hour}) \times 25 \text{ days} = \text{pro-rata entitlement in days (x by 7.5 for entitlement in hours)}$   
*Bank holiday hours /*

Details for individual employees can be found in their employment contract.

## 3. Annual Leave Entitlement Period

- 3.1 The annual leave period runs from April to March each year and your annual leave entitlement should be taken within this period.
- 3.2 In exceptional circumstances and at the discretion of the Operations Manager, a maximum of 20% of an employee's annual leave can be carried over to the following leave year – such 'carried over' leave must be used within three months of the new holiday year.

## 4. Annual Leave Requests

- 4.1 As a minimum, employees should give notice of twice as many days as the length of leave that is to be taken in advance of the first day of leave. For example, if an employee requests two weeks annual leave they must give four weeks' notice prior to the first day on which their annual leave was due to start
- 4.2 If the operations manager is unable to respond straight away the employee will be informed as soon as possible and no later than, the period of time in advance that is equal to the amount of leave requested. So, if two weeks is requested, the operations manager will inform the employee at least two weeks in advance if they intend to reject the request for leave.

## 5. Accrual of Annual Leave

Annual Leave is accrued at a rate of 2 days or 15.5 hours per month worked. For part-time staff, or those who only work part of a year, leave entitlement is calculated on a pro rata basis.

## 6. Procedures

- Requests for full annual leave allocation should be made by employees as early as possible in the holiday year and in line with requirements mentioned in 4.1
- An email request should be sent to The Operations Manager for annual leave. The Operations Manager will then make a decision based on operational and staffing factors and confirm to you by email if your holiday request has been approved/declined.
- Once annual leave is granted it will be recorded in the Staff Holiday Schedule. Generally speaking, annual leave is granted on a first served basis, but employees with family and/or

caring responsibilities will be accommodated where possible.

- Each member of staff is responsible for recording their holidays on their weekly timesheets
- In the event that full allocation has not been requested or the employee wishes to change the dates of their leave, requests should be submitted in line with requirements mentioned in section 4.1. The Operations Manager may use their discretion in exceptional circumstances.

## **7. Leaving Employment**

If at the time of ending your employment with Triple C you have taken more than the days accrued, the equivalent salary amount will be deducted from your final salary payment.

If you are owed any annual leave at the time of leaving your employment, you may be asked to take this during your notice period or be paid the amount owed on a pro rata basis. This will be at the discretion of the Operations Manager and will be decided on an individual basis.