

HR03 - Annual Leave

Policy Reference:		HR03	
Effective date:	Dec 2023	Review date:	Dec 2026
Approved by P&PRG:	Oct 2023	Approved by BoM:	Dec 2023
Owner:	Michael Catlin	Job Title:	Head of People & OD
To be issued to:		Board of Management Ark Management All Staff	
Method of Delivery:		Email Policy	

Version Control

Date	Owner	Version	Reason for Change
Aug 2023	Michael Catlin	1	Cyclical review due & transfer to new template & new procedure created.

Summary of Changes

Section	Change
1	Values updated.
4	Scope and definition updated to reflect current practice.
5	Updated Legal/Regulatory Framework.
All	Procedural information has been removed to create an annual leave procedure.
Procedure Number	Moved HR36 to HR03 for consistent numbering

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1.0 Ark's Values

Arks values are true to the core purpose of the organisation and the services we deliver. They determine our behaviours towards one another and what we should expect in our relationships with one another. Working within the following values will guide and help us deliver our vision and mission of Ark being an organisation where everyone is equal:

Trust

We have confidence in our people to deliver excellent services and trust in them to do so. We will develop trusting and honest relationships and our customers will feel assured that they can rely on us to deliver.

Respect

We treat everyone fairly and we listen. We are respectful of each person with whom we come into contact and expect our people to respond professionally and treat others as they would wish to be treated.

Understanding

We will operate with empathy and compassion and approach each situation with an open mind. We will question and challenge to ensure we achieve the right outcomes for customers and our people.

Equality

We believe everyone is equal and expect our people to create positive experiences where everyone feels valued and included.

Integrity

We will do the right thing and take responsibility for our actions. We will work together to uphold the highest standards of behaviour and practice.

2.0 Purpose

The purpose of this policy is to set out the requirements relating to the entitlement and taking of annual leave.

3.0 Policy Statement

Ark is committed to helping its staff to achieve a good work-life balance. This policy aims to ensure staff take regular breaks from work in the form of paid annual leave (i.e. holidays) to help manage that balance.

4.0 Scope

This policy and associated procedure applies to all Ark staff.

5.0 Legal/Regulatory Framework

The law relating to holiday entitlement is set out in the Working Time Regulations 1998, and amended by the Work and Families Act 2006.

6.0 Responsibilities

6.1 Board of Management

Ark's Board of Management is responsible for consideration and approval of this policy.

6.2 Executive Team

Ark's Executive Team is responsible for ensuring that this policy is reviewed in accordance with Ark's schedule for review of policies, or sooner if required.

6.3 Operational Management Team

Ark's Operational Management Team is responsible for review of the policy, and for ensuring that relevant measures are put in place in order to implement its requirements.

6.4 Managers

Ark Managers are responsible for the effective implementation of this policy when ensuring staff are utilising their annual leave. They must also ensure that each member of their staff, through induction, and team meetings, is made aware of this policy and that they comply with its terms.

6.5 All Staff

All staff are required to familiarise themselves with this policy and comply with its terms. All staff are required to ensure they are aware of their holiday entitlement and use their full entitlement each year. Questions regarding the content or application of this policy should be directed to the HR Team.

7.0 Holiday Entitlement

7.1 Holiday Entitlement

The contractual annual leave entitlement for employees is as set out in the contract of employment.

8.0 Related Policies & Procedures

HR03a Annual Leave Procedure
HR11 Maternity Leave Policy
HR12 Parental Leave Policy
HR17 Sickness Absence Management Policy
HR23 Adoption Policy
HR24 Paternity Policy
HR37 Shared Parental Leave Policy

9.0 Equality Impact Assessment (EIA)

No potential equalities issues have been identified in relation to the development of this policy, and consequently, an EIA has not been completed.

10.0 Data Protection Impact Assessment (DPIA)

A DPIA has not been completed in relation to the development of this policy.

11.0 Stakeholder Consultation

In developing this policy the following groups were consulted:

- Ark Board of Management;
- Ark Executive Team; and
- Ark Operational Management Team
- Unite the Union

12.0 Monitoring and Review

12.1 Monitoring

Ark's Executive and Operational Management Teams will monitor implementation of this policy on an ongoing basis.

12.2 Review

This policy will be reviewed within 3 years from the date of approval by our Board of Management, in accordance with Ark's policy review framework.