

HR03a - Annual Leave

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Owner:	Michael Catlin	Job Title:	Head of People & OD
To be issued to:		Board of Management ARK Management All Staff	
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Version Control

Date	Owner	Version	Reason for Change
Aug 2023	Michael Catlin	1	New procedure created

Summary of Changes

Section	Change
All	Procedural information extracted from Policy to create standalone procedure.

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1.0 Introduction

This procedure supports Ark's Annual Leave Policy (HR03) and outlines the process to be followed to support its staff to have good work-life balance.

2.0 Holiday Entitlement

2.1 Payment during Holiday

Employees receive their normal rate of pay on any days which are taken as part of their annual holiday entitlement. For employees who have no normal hours of work, entitlement will be based on the average wages earned.

2.2 Holiday Year

The organisation's holiday year runs from 1st April to 31st March. Employees should take their full holiday entitlement during that 12 month period.

2.3 Duration of Holiday

Generally, one period of annual leave will not exceed a period of 2 weeks / 14 days (including weekends). Where an employee wishes to utilise a longer period of annual leave due to exceptional circumstances the employee must seek written approval from their line manager.

3.0 Notice to Take Holidays

The purpose of annual leave is to provide the employee with a rest break from the workplace. Where an employee has not utilised their annual leave Ark may request that the employee use a period of annual leave. When this is the case Ark will provide the employee with appropriate notice.

Employees must give Ark notice that they want to take annual leave. This notice should be at least twice as long as the amount of holiday that the employee wants to take. For example, employees should give at least two weeks' notice for one weeks' holiday. Managers will determine the number of employees who can be on annual leave at any one time therefore employee should submit their leave requests at the earliest opportunity.

Ark will do its best to grant leave for unforeseen and exceptional circumstances at short notice.

4.0 Priory Closure

Employees should note that the Priory building closes each year between Christmas and New Year. All Priory employees who wish to take the festive period off are required to save enough annual holiday entitlement to cover this period. A communication will be issued by Human

Resources confirming the annual leave dates over the festive period and the dates available to work from home during this time. Priory staff are responsible for submitting their annual leave request to their line manager.

Priory employees who wish to work from home during the festive period must agree this with their line manager.

5.0 Carrying Forward Holidays

Employees will not typically be allowed to carry holiday entitlement forward from one year to the next. However, in exceptional circumstances this may be agreed. In such circumstances a maximum of five days holiday entitlement can be carried forward to the following year. This will be pro-rated for part time employees. The carry over must be taken by 30th April within the current year. If an employee wishes to do this they should contact their line manager and seek approval to carry forward leave. This must be authorised by the relevant Regional Manager for Care and Support or relevant Head of Service and sent to the People team for processing.

Specific rules apply if the employee is unable to take all holiday entitlement due to sickness (see Section 9) or maternity / adoption leave (see section 13).

6.0 Pay in Lieu of Holidays

If employees have not taken their full holiday entitlement at the end of the holiday year they will usually forfeit that holiday. In exceptional circumstances (for example when the employee is asked to cancel holiday booked towards the end of the holiday year due to business requirements) pay in lieu of holiday might be given, but this will only apply when at least the statutory 5.6 weeks (28 days) holiday has been taken in any holiday year. The decision to do this will be at the discretion of the line manager.

On termination of employment pay in lieu of outstanding holiday will be given.

7.0 Booking of Holidays

Support Workers and all other part-time employees should apply for holiday in writing to their line Manager using the Holiday Request Form (see appendix 1).

Full-time Managers and full-time Priory employees should use 'MyView' to request holiday. Care and Support employees should ensure that, where possible, notice is given in advance of the rota being written and annual leave should be staggered appropriately throughout the year. Local agreements should be consulted prior to requesting annual leave.

The decision on whether to authorise the requested holiday will be communicated to the employee in writing by signing off the holiday request form or by authorising the request on 'MyView'.

No employee should book a holiday until they have received confirmation from their manager that their holiday request has been authorised. Ark accepts no responsibility for the loss of deposits or other monies if employees book holidays in this way.

8.0 Cancellations of Holidays

If the employee will incur any cost as a result of Ark asking the employee to cancel a holiday this should be discussed before making the cancellation. Ark might be prepared to meet the costs of any such cancellation if there are any financial implications.

9.0 Sickness During Holiday

If an employee is unwell during a period of time that has been booked as holiday, the manager should be notified as soon as possible. The usual procedure for notification of sickness applies (see Ark's Sickness Absence Management Policy HR17). If this process is not followed then annual leave will apply.

It is accepted that, if the employee is overseas during the sickness, it might not be possible to notify their manager immediately but every effort should be made as soon as it is practicable and in any case without reasonable delay.

Any days of certified sickness during a time of booked holiday will be counted as sickness absence, and not holiday leave. The employee will be entitled to take those days as holiday at another time

If the employee is unable to take the full holiday entitlement during a leave year due to sickness the employee will be entitled to carry forward an agreed number of annual leave days (see section 5).

10.0 Holiday Entitlement if an Employee Leaves During the Holiday Year

If an employee leaves the organisation during a holiday year, the holiday entitlement that the employee would have been allowed up to the date of leaving will be calculated on a pro-rata basis. If the employee has outstanding holiday entitlement, the corresponding amount of money will be paid to the employee in the final salary payment. If the employee has taken more than the pro rata holiday entitlement, this amount of money will be deducted from the employee in the final salary payment. If the amount of holiday taken equates to more money than the final salary payment, the employee will not receive a final salary payment. The employee is required to pay back any remaining amount of money due to Ark after leaving.

11.0 New Starters

If an employee has a holiday booked before joining Ark, they should make Ark aware when accepting the offer of employment. This holiday will be honoured if notified when the offer is

accepted but this will be without pay if the employee has not accrued sufficient holiday entitlement at this stage.

12.0 Request Refusal

Ark has the right to refuse permission for an employee's holiday and will give the employee sufficient notice of the refusal. Where an employee disregards this refusal and takes a period of annual leave they will be subject to Ark's Disciplinary Policy and Procedure HR18.

13.0 Maternity Leave, Adoption Leave, Shared Parental Leave and Additional Paternity Leave

When an employee is on maternity leave their annual leave entitlement continues to accrue. The employee is not required to take their annual leave during their maternity leave but will be entitled to take it at another date. You can request to take annual leave immediately before or after maternity leave and this should be requested and authorised by your line manager as normal. The same principles apply to those taking adoption leave, shared parental leave and additional paternity leave.

14.0 Implementation and Review

14.1 Implementation

The Head of People & Organisational Development is responsible for ensuring this procedure is implemented when required.

14.2 Review

The Head of People and Organisational Development will ensure that this procedure is reviewed at least every three years.

