



ANNUAL LEAVE POLICY

We will provide this policy on request at no cost, in large print, in Braille, on tape or in another non written format.

Annual Leave

New Mart Road and the Hostel

Employees must request annual leave through CIPHR to their Line Manager. Any employees who do not have access to CIPHR should request annual leave by email.

General Guidelines

- a) Line Managers must ensure their department is adequately staffed at all times during the year. Employees will need approval from their Manager before booking or taking annual leave.
- b) Approval for annual leave will be either via authorising through CIPHR or by email with the appropriate leave records being updated by the line manager.
- c) A minimum of one week's notice should be given for all holiday requests.
- d) Employees will not be able to bring forward annual leave from the next leave year. If employees do not have any annual leave left they will need to request flexi time or as unpaid leave or buy holidays through Group.
- e) Employees may carry forward a maximum of five days leave to the next year as authorised by their Line Manager. Employees on part-time/annualised hours, holiday carry forward is calculated on a pro-rata basis. Line Managers will specify the deadline when any carry forward holiday is to be taken dependent on business needs, this date will normally be 1 April each year. Employees who have been/are on long term sick leave or Maternity/Adoption/Paternity leave will be able to carry forward any remaining holiday entitlement up to the statutory minimum of 28 days to the next year.
- f) Line Managers have the right to set a timescale for when additional carry forward has to be taken by. Exceptional circumstances may be taken into account.
- g) The Group will not make any payments in lieu of holidays to employees.
- h) Employees who are leaving the Group will, where possible, be expected to use their full holiday allowance. In exceptional circumstances where this has not been possible, they will be paid in lieu of any holidays not taken.
- i) Every day's holiday is calculated on 365ths of the annual salary. Should an employee leave the organisation, they will be entitled to accrued holiday pay and will be paid for any holidays they have carried over from the previous year (up to a maximum of five days).
- j) Employees who partake in organised trips, such as golf day's etc., must take annual leave or flexi leave for these days.

Trade In Holidays

- a) Employees have the opportunity each year to trade in one week's holiday from the forthcoming annual leave period (calculated as annual salary/52) in return for payment, which will be included in their April salary.
- b) This benefit is only available to take up every second year, therefore if an employee traded in this year they will not be eligible to do so next year.

- c) Employees will be asked if they would like to participate in this benefit in October of each year, so that the budget for the next financial year can be organised accordingly.
- d) If they do participate, their holiday record for the forthcoming year will be amended accordingly. (Please note, only the equivalent of one week's holiday can be traded, so for full time employees this will be 5 days and part time employees will be based on the number of days they work each week.)

Customary Holidays

In addition to holiday entitlement, employees are entitled to 7 customary holidays (pro rata for part time), as specified below (except for Sheltered Scheme and Hostel employees, where their customary days are taken as agreed with their Line Manager):

Division	Customary Holiday	No. of days holiday
Office Staff (note: office closes between xmas and new year therefore annual leave must be used for the days in between)	Easter	2 days (Good Friday, Easter Monday)
	Christmas	2 days (Xmas Day, Boxing Day)
	New Year	3 days (Hogmany, 1 st and 2 nd Jan)
Workshop/Trade Staff	Easter	2 days (Good Friday, Easter Monday)
	Christmas	2.5 days (1/2 day Xmas Eve, Xmas Day, Boxing Day)
	New Year	2.5 days (1/2 day Hogmany, 1 st and 2 nd Jan)
Sheltered and Concierge	Easter	2 days (Good Friday, Easter Monday)
	Christmas	2 days (Xmas Day, Boxing Day)
	New Year	3 days (Hogmany, 1 st and 2 nd Jan)
Hostel	N/A	Customary holidays are added to annual leave balance and taken throughout the year.

The organisation reserves the right to stipulate when these holidays should be taken and employees will be notified at the start of the holiday year of these dates. For employees who observe certain other religious holidays, they must request time off well in advance and shall require to use annual holiday entitlement to cover such time off. Line Managers will consider all requests on an individual basis, sensitively and from a practical point of view.

Part time employees are entitled to pro-rata customary holidays based on the number of hours which they work in comparison to full time employees. If a part time employee needs to take more customary holidays than they are entitled to, they can either use annual leave or work additional hours on a day which they do not normally work, with the agreement of their Line Manager.

For employees on Hostel and Sheltered Scheme terms and conditions, their entitlement to customary holidays will be added to their annual leave entitlement as these are 24/7 services and do not close over public holidays.

Sickness coinciding with Annual Leave or Customary Holidays

In the event of sickness absence coinciding with annual leave, the employee will be regarded as being on sick leave with effect from the first date covered by a doctor's medical certificate. Employees should inform their Line Manager if they are sick whilst on annual leave.

Following their return to work and at the convenience of the Group, the employee may take the annual leave not yet taken, provided that the appropriate sickness certification has been received.

Employee's whose period of certified sickness absence includes a day or days on which a customary holiday falls will receive sick pay (if they meet the relevant qualifying criteria) for the day(s) involved but will not accrue any customary holidays if these fall whilst they are absent.

If an employee has any queries, they should speak with their Line Manager in the first instance.