Annual Leave Policy

Purpose:

An annual leave policy sets out the rules for requesting and taking annual leave. The policy explains how employees can check their entitlement to time off, and any additional pay, for public/bank holidays.

It can also help to avoid complaints should a holiday leave request be declined, as the policy reminds employees, they should wait for leave to be authorised before making holiday plans.

Aim:

To ensure employees understand and follow the correct holiday leave procedures.

Annual Holidays:

Your annual holiday entitlement is shown in your individual Employment Contract terms and conditions.

It is our policy to encourage you to take all of your holiday entitlement in the current holiday year, however we do allow up to 5 days to be carried forward. No payment in lieu will be made in respect of untaken holidays other than in the event of termination of your employment.

Once you have submitted your holiday request, you will receive an email from your line manager authorising or declining your request. If you feel that your request has been unreasonably refused for any reason you should refer the matter to your manager. They will endeavour to ensure that you have every opportunity to take your holidays at the time you request them, but they will need to balance your requests with the needs of the organisation. You may additionally submit your leave dates on the CCDT Xero Me system for record keeping and communication with other staff members.

You should wait to receive authorisation from your manager before you make any firm holiday arrangements. Any costs incurred due to cancelling or changing prior arrangements will be your responsibility.

You may not normally take more than two working weeks consecutively.

Your holiday pay will be at your normal basic pay unless shown otherwise on your contract.

Public/Bank Holidays:

Your entitlement to time off for public/bank is shown in your individual Employment Contract.

Document version control

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1.0	First version	Freddy Bowen-Bate	26.11.24	-