# Example annual leave procedure

NOTE FOR EMPLOYERS

Below is an example procedure for your use. The procedure may not meet your exact needs. You should read the procedure carefully and amend if needed. If you feel you need further advice, you could call ACAS for free advice, on **0300 123 1100.**

**Please make sure that this procedure accords with the annual leave clauses in the Written Statement of Term and Conditions.**

# ANNUAL LEAVE PROCEDURE – xx AREA QUAKER MEETING

## This procedure does not form a part of your contract of employment and may be changed from time to time. It does not apply to volunteers or self-employed people.

#### Holiday year

The holiday year runs from DATE to DATE (eg 1 January to 31 December).

#### Holiday entitlement

Holiday entitlement is 5.6 weeks (28 days), including bank and public holidays. *(this is the statutory minimum annual leave you must give. This comprises 20 days annual leave and 8 days bank holidays. Staff working 6 days per week are also only entitled to a minimum of 28 days, irrespective of the fact that they are 6 day week workers. You may however wish to give a minimum of 5.6 weeks leave to 6 day week workers too. This makes 33.6 days).*

*You may also decide to award annual leave at a higher level than above, for example, 5 weeks (25 days) plus bank and public holidays).*

The holiday entitlement is based on a five day working week but if your working days are less than five days, then your entitlement will be pro-rated. For example. if you work three days per week, your annual leave entitlement is 3 days x 5.6 weeks = 16.8 days.

Employees with irregular or variable hours are entitled to annual leave at the rate of 12.07% of each hour worked, at the hourly rate for the relevant pay period. See [www.gov.uk/calculate-your-holiday-entitlement](https://www.gov.uk/calculate-your-holiday-entitlement).

Either: You must take your holiday in the annual leave year to which it relates. If you do not, the holiday entitlement will be forfeited.

OR: A maximum of 8 days’ holiday (pro-rated for part-timers) may be carried forward to the next annual leave year but must be taken during the first three months of that annual leave year or it will be forfeited. Any untaken holiday in excess of 8 days (or pro-rata for part-timers) will not accrue to the following year and will be forfeited. (NOTE: you can allow carry over if you wish, up to a maximum of 8 days /1.6 weeks. You are not obliged to allow carry-over).

You may also carry over annual leave in the following circumstances:

*If you were unable to take holiday due to being on* ***maternity, adoption, paternity or shared parental leave.***

In this case, you may carry over outstanding annual and bank/public holiday leave to the following leave year.

Please note that annual leave and leave for bank/public holidays continues to accrue during maternity, adoption, paternity and shared parental leave.

*If you were unable to take holiday due to* ***sickness***

In this case, you may carry over 4 weeks of leave (20 days for a full time staff member) for 18 months after the end of the leave year in which the leave was accrued. The 4 weeks includes any public holidays that were not taken.

In other circumstances, untaken holiday that will be lost.

#### Requesting and recording of annual leave

Leave requests will normally be agreed, but if there is a need to refuse, this refusal will be given as soon as possible after the request.

All requests for annual leave must be made to your line manager, using the annual leave form. You should give at least two weeks’ notice of your request to take a week’s holiday, four weeks of your request to take two weeks holiday, and so on. If you are not able to give this amount of notice, it may be more difficult for your manager to accommodate your leave request.

A separate annual leave form should be used by each employee for recording annual leave.

Your manager should sign the form if the leave is authorised and should return the form to you. Your manager will keep an identical, updated copy of the form.

#### Prior to taking leave

Prior to taking leave, you should make sure that you have handed over relevant information to your line manager or other designated person, to enable them cover your work whilst you are away (if required). For example, if you are a warden, you will probably need to provide your line manager with a schedule of bookings and details of the cover required.

#### Bank and public holiday working

Option A (where the annual leave entitlement is inclusive of bank and public holidays).

As your annual leave entitlement is inclusive of bank and public holidays, you must book annual leave in the normal way, if you wish to request to take time off during a bank or public holiday.

Option B (where bank/public holidays are given in addition to the annual leave entitlement)

You are entitled to paid time off in a week in which a bank/public holiday falls.

As many of our employees work on a part time basis, or irregular hours, time off in a bank holiday week will operate as follows:

In a week in which one bank or public holiday falls, you will work 4/5 of your normal weekly working hours (*5/6 for 6 day week workers*). In a week on which two bank or public holidays fall, you will work 3/5 of your normal working week (*4/6 for 6 day week workers*). This is in lieu, not in addition to, time off on the actual day of the bank/public holiday. This will apply, regardless of the day on which the actual bank/public holiday falls and the days on which you actually work.

Please note that you may be required to work on a bank or public holiday.

#### Holiday pay

During annual leave, you will receive your normal pay.

However, if you regularly receive paid overtime, these payments will be included in the first four weeks of your paid annual leave [option – all your paid annual leave]. If this is a settled pattern of overtime over a period of time, payment will be the pay that you normally receive. Where there is no settled pattern of overtime, but you work overtime regularly, average pay will be calculated based on the previous 12 months.

**HOLIDAY LEAVE FORM FOR THE LEAVE YEAR \_\_\_\_\_\_\_ TO \_\_\_\_\_\_\_**

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ENTITLEMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLUS AMOUNT CARRIED OVER FROM PREVIOUS YEAR**

**(if allowed for in the written statement of terms and conditions): \_\_\_\_\_\_\_\_\_\_**

**TOTAL LEAVE THIS YEAR INCLUDING CARRIED OVER AMOUNT: \_\_\_\_\_\_\_**

|  |  |
| --- | --- |
|  | **Authorisation (manager)**  |
| **From** | **To** | **Total Days requested**  | **Leave Remaining** | **Name** | **Signature** |
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