



Annual leave policy

Contents

Contents.....	1
Introduction	1
Authorisation and holiday year	2
Booking leave.....	2
Expectations of leave allocation	2
Holiday pay	3
New starters and pre-booked leave.....	4
Holidays and sickness.....	4
Family leave	4
Untaken annual leave.....	4
Untaken leave due to sickness absence	5
Untaken leave due to family leave.....	5
Termination of employment.....	6

Introduction

At Elizabeth Finn Homes, we recognise the importance of work/life balance to all of our employees and therefore this policy sets out what those entitlements are and how they affect you.

Under the Working Time Regulations 1998, a full-time employee is entitled to a minimum of 5.6 weeks of paid annual leave in each leave year. This entitlement includes public & bank holidays (this is usually eight in the calendar year).

The minimum of 5.6 weeks of annual leave will be pro rata for any part-time employees. This pro rata principle may also apply to other practical arrangements, such as part-year workers.

Part-year workers and irregular hours workers

For our colleagues who are irregular hours workers (bank workers), your annual leave accrues on a basis of 12.07% of the hours worked in a pay reference period.

Authorisation and holiday year

All annual leave must be authorised in advance by Elizabeth Finn Homes. Any unauthorised absence, including taking annual leave without approval or taking annual leave after a request has been declined, may be treated as gross misconduct. Gross misconduct may result in disciplinary action up to and including summary dismissal without notice.

The Organisation's holiday year runs from 1 April to 31 March.

Booking leave

You must give notice of your request to take leave. Applications should be made through the Sona timesheet system, or for members of the Central Support Team and Home Managers, the HR system (ADP).

The following notice periods for leave requests apply:

Period of leave requested	Period of notice required
A week or more (five days or more)	Four weeks' notice
Less than a week (one to four days)	Double the number of days requested

The relevant system will confirm whether your request for leave has been granted.

You should not make any firm travel or accommodation arrangements, etc until you have received written confirmation that your request for leave has been granted. There may be circumstances where the Organisation cannot grant the request, such as operational/staffing requirements. The Organisation is not liable for any loss incurred, such as lost deposits, etc, where those costs and commitments have been made prior to receiving confirmation.

There may be more requests than usual for leave that coincides with school holidays, due to the number of employees with childcare responsibilities. The Organisation will make every effort to accept as many of these requests as possible but has to have regard to its operations and ensuring there is sufficient cover for all work to be undertaken, considerations which sometimes need to take priority over granting leave requests.

During the Christmas period, we will usually not allow anyone working in our care homes to take annual leave during this time as it is the busiest of the year.

We understand that unexpected events can arise that mean you have to change your plans, which can have a knock-on effect for your booked leave. Requests to cancel pre-booked annual leave should be made through the same system that you booked the leave through, giving as much notice as possible. Whilst we will always try to accommodate the needs of our employees, it is sometimes necessary to balance the needs of the business as a whole against those of individual employees, including the considerations of arrangements that have already been made to cover your work during that time. Cancellation requests are therefore discretionary, taking into account your individual circumstances and the needs of the business, but we reserve the right to refuse your request if the cancellation would have an adverse effect on the business.

Expectations of leave allocation

In order to manage leave requests to ensure consistency of care for our residents and to minimise the need for agency workers across our homes, all employees are required to follow the following:

To have booked your annual leave for the first 6 months (i.e. 1 April to 30 September) by 1 June in that leave year. It is expected that this will account for around 50% of your annual leave entitlement in most cases.

Where the annual leave booked for the first six months is notably below this level, line managers should speak to the individual to ascertain their plan for taking the remainder of their leave.

By 1 October each year, we expect 90% of employees leave to be booked in. This is to prevent large peaks of annual leave requests taking place in the last months and weeks of the leave year.

Where necessary, we will allocate annual leave to employees where they have refused to book leave themselves. Usually this will require double the notice of the annual leave being taken. As an example, if we require an employee to take 5 days' leave, they would need at least 10 days' notice prior to the first day of leave taking place.

We may reasonably require an employee to take annual leave without prior notification for reasons which will be explained to the employee at the time.

We may ask an employee to cancel any previously agreed leave. There may be various reasons for this, such as operational or staffing issues, or business commitments that require the employee's presence. We recognise the inconvenience that this may cause an employee and, therefore, understand that the employee may refuse this request.

We will make a decision on whether, where the cancellation is agreed and the employee suffers a financial detriment, e.g. lost deposits, etc the employee is to be reimbursed.

Public & bank holidays

Due to the needs of the business, it may be necessary for an employee to work on a public or bank holiday. Where this happens, you will be able to take a different day from your entitlement at another time in the leave year to be agreed with your line manager in accordance with business needs.

Holiday pay

Employees

During annual leave, you will receive your normal pay.

Bank Workers

Your holiday pay is paid on an ongoing basis. You will receive holiday pay in each pay period that will be rolled up along with your pay for that period. Rolled-up holiday pay will be clearly and separately marked on your payslip.

Your rolled-up holiday pay will be based on 12.07% of the total pay for the work you have done in the pay reference period for which you are being paid. This will be paid to you as an additional amount each pay period.

As your holiday pay is paid each time you are paid, you will not receive holiday pay during annual leave.

New starters and pre-booked leave

During the recruitment process, prospective employees may be asked whether they have any leave booked that would take place after commencement of employment. If the individual is recruited, we will normally allow such leave to be taken.

The rules on accrual of annual leave may mean that you have not, at the time that leave is to be taken, accrued such length of leave to cover your holiday. In this case, your line manager will agree with you how any time off in excess of accrued leave will be covered.

It is our policy not to permit leave within three months of commencement of employment unless leave was pre-booked before employment commenced.

Holidays and sickness

The normal sickness notification procedures will apply when you are on leave and wish to reallocate the period of leave as sickness. Where such notification is received, we may permit those days to be classed as sick days if a valid UK fit note is submitted, and equivalent time off taken as paid leave later in the leave year provided the leave falls within the statutory minimum entitlement. The days on which the leave is to be taken must be agreed with us.

If you are on an overseas holiday when you fall sick, you should contact us as soon as reasonably practicable. Please see our Sickness Absence policy for details of reporting absences in this instance.

Family leave

Please see our Family Leave policy for details of entitlements to birth parent leave, adoption or shared parental leave etc.

Annual leave will continue to accrue during periods of family leave and, as part of a pre-leave meeting that will be arranged between you and your line manager, a discussion will take place covering your plan for how you will take your annual leave around your family leave entitlements.

Untaken annual leave

We encourage you to use all of your leave entitlement each year so that you have the opportunity to rest and maintain a work/ life balance. You will be given reasonable opportunity to take your leave and you should ensure you take at least four weeks' annual leave in each leave year.

Ordinarily, untaken leave cannot be carried forward into the next leave year and will be lost. Approval for carried forward leave into the next leave year it must be authorised by a Home Manager for care home employees or a Director for Home Managers or members of CST up to a maximum of 5 days' for a full-time employee.

Ordinarily, we will not permit payment in lieu of annual leave unless exceptional circumstances apply. In every case, payment in lieu of the statutory minimum entitlement will not be permitted.

Untaken leave due to sickness absence

If sickness means that you cannot take your full leave entitlement in a leave year, you may be able to carry forward some of the leave. This is usually limited to a maximum of four weeks' leave, minus any leave already taken (including public & bank holidays) and can be carried forward up to a maximum of 18 months following the end of the leave year in which it was accrued.

Untaken leave due to family leave

If you are absent due to statutory family leave, any annual leave accrued in an annual leave year that has not been taken due to that absence will be carried over into the next annual leave year.

Termination of employment

When employment terminates part way through a leave year, your leave entitlement will be recalculated on a pro rata basis. This will determine the amount of leave you are entitled to for the period of service during the leave year.

Any outstanding leave accrued but untaken will be paid to you in your final pay. This is subject to the right of us to require you to take any unused annual leave during your notice period. Otherwise, the amount due for outstanding leave will be added to your final pay.

If you have exceeded your pro rata entitlement to holidays at the time you leave your employment, this will be classed as an overpayment and an amount to cover this will be deducted from your final pay, subject to the maximum that your final pay permits.

Review date	Next Review Date
September 2026	September 2029