



## Annual Leave Policy for [insert company name]

### Introduction

This document contains information relating to your annual leave entitlement and applies to all employees and workers. It does not apply to self-employed contractors.

[COMPANY NAME] will manage all annual leave correspondence in a fair, consistent manner. This policy does not form part of our employment contracts and we may amend it at any time.

The Company is entitled to treat any abuse of this policy (including dishonest submission of holiday requests and sickness notifications) as a disciplinary matter, which will be handled according to our disciplinary policy.

### Company holiday year

The Company's holiday year runs from [DATE to DATE e.g. 1<sup>st</sup> January to 31<sup>st</sup> December].

### Annual leave entitlement and pay

Each employee's paid annual leave entitlement is outlined in your contract of employment. Please refer to this document for confirmation.

During holiday taken from your approved entitlement, you will be paid at your normal rate, including any benefits to which you are contractually entitled.

Your leave allowance includes/is in addition to [DELETE AS NECESSARY] bank holidays and other public holidays.

If the Company decides to close for one or more days, you may be required to use your holiday entitlement to cover some or all of the days we are closed. For example, over the Christmas and New Year period.

[COMPANY NAME] will calculate your holiday allowance pro-rata if you join the Company during the holiday year or leave the Company before the end of the holiday year.

## Booking time off

Annual leave must be arranged prior to your period of absence, so that [COMPANY NAME] can ensure your holiday does not clash with a close colleague taking time off. We may also arrange for workload to be covered in your absence.

Your annual leave request must be confirmed by your manager/HR [DELETE AS NECESSARY]. Requests should be made via WhosOffice/email/paper holiday form [DELETE AS NECESSARY]. Any time off taken without written approval in advance will be considered an unauthorised absence.

When booking 1-4 consecutive days off, you must give a minimum notice period of [INSERT TIME e.g. one week]. For 5+ consecutive days off, you must give a minimum notice period of [INSERT TIME e.g. four weeks].

The Company will make every effort to accommodate your request for holiday. Requests will be processed on a first come, first served basis. We may require you to avoid taking time off during particular periods where the business is very busy. We will endeavour to rotate the order of priority for requesting leave during busy periods.

## Permitted time off and extended holidays

You may take a maximum of two weeks' holiday at any one time unless you have been given exceptional permission. Any holiday lasting more than two weeks will be considered an extended period of absence. These must be carefully considered to mitigate their impact on Company operations.

If you would like to take more than two weeks' consecutive annual leave, please discuss this with your line manager and provide a minimum of [INSERT TIME e.g. 12 weeks] notice.

## Carrying over annual leave

We encourage all employees to use their leave allowance in full each holiday year.

**OPTION 1:** You cannot carry unused annual leave over to the next holiday year. Any leave remaining will be forfeited. We will not pay employees for any unused annual leave, except for on termination of employment.

**OPTION 2:** However, you can carry up to [X] days' leave over to the next holiday year. Please discuss this with your line manager to arrange approval in advance.

If you are unable to take your full leave entitlement due to sickness/injury (with a medical certificate provided) or family leave, you may be entitled to carry some or all of your remaining holiday through to the following year.

### Sickness and holidays

If you are sick during an approved annual leave period, you may convert this day to a sickness absence by contacting your line manager as soon as possible to inform them you are unwell and providing medical evidence of your illness or injury on your return to work. Your holiday entitlement will then be credited for the days affected by sickness.

If you are on sick leave at the start of an approved annual leave period you may also be entitled to claim back holiday, if you can provide medical evidence that you are not fit to work.

The Company may pay you as sick pay rather than holiday pay during any holiday converted to sick leave.

### Family leave and holidays

During periods of family leave – maternity leave, paternity leave, parental leave, shared parental leave and adoption leave – you will continue to accrue holiday as normal.

### Religious occasions and holidays

Whenever possible, the Company will endeavour to accommodate requests for time off (using your annual leave allowance) to observe religious occasions.

### End of employment

If you leave the Company before the end of the holiday year, you may be required to take any unused holiday allowance during your notice period. Alternatively, [COMPANY NAME] may pay you in lieu of accrued but unused annual leave. This will be agreed with your line manager/HR [DELETE AS NECESSARY] on handing in your notice.

If you have taken more than your accrued annual leave entitlement for that holiday year when you hand in your notice, the Company is entitled to deduct the value of any unearned annual leave from your final salary payment.

### Enquiries

If you have any further questions regarding annual leave entitlement or protocols, please contact [INSERT NAME AND CONTACT EMAIL/PHONE].

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