

1. Introduction

All contracted staff are entitled to a period of paid annual leave and the purpose of this policy is to provide Managers and Employees with guidance on the application and management of all annual leave to ensure that all staff take adequate rest away from work whilst also maintaining the needs of the service.

2. Policy Statement

It is the policy of HWCGS Care Ltd to encourage all staff to plan to take their annual leave in a way that ensures that they derive the full benefit of a rest and break from work. HWCGS Care Ltd does not expect any staff to fulfil working commitments during periods of annual leave.

3. Responsibilities

Responsibilities of the Manager:

To ensure that the policy is applied fairly to all employees, irrespective of their age, gender, religion, belief, disability or sexual orientation.

To ensure that the employees are made aware of the procedure for requesting annual leave and to ensure that each employee is aware of their personal entitlement to annual leave.

To keep accurate annual leave records for all employees and to monitor the uptake of annual leave to ensure that employees are taking regular breaks from work.

To ensure that all leave is planned and structured in accordance with the needs of the service.

Responsibilities of the Employee:

To be aware of the annual leave policy

To request annual leave in line with HWCGS Care policies

To obtain approval for leave prior to committing to holiday plans

To take their allocated leave.

4. Principles

The leave year runs from 00:00 hrs on the 1 st April to midnight on the 31 st March. Staff should make sure that they take their full annual leave entitlement in consultation and agreement with their Line Manager. Leave can only be granted in accordance with this policy. Leave that does not satisfy the arrangements below will be lost.

At the employee's request:

In exceptional circumstances an employee may request leave to be carried forward into the next year. The provision is limited to a maximum of one week. Carry forward of leave may only be granted if the service can accommodate it, other staff are not adversely affected and dates are planned and fixed. Sufficient notice must always be given for a request and prior agreement with the relevant manager must be in writing. Annual leave may not be drawn from the next leave year to the current year.

At the manager's request:

Where a request for leave cannot be granted every effort should be made by the managers to re-accommodate it at a mutually agreeable date.

If ,by the final quarter of the year, leave is still owed and remains unallocated with no prospect of its being accommodated, the employee can be directed to carry over a maximum of one weeks leave into the first quarter of the next leave year.

As a result of sickness:

In cases where sickness absence ends so close to the end of the leave year that there are insufficient days left in which to take accrued leave then a maximum of one weeks leave will be carried into the first quarter of the next leave year or compensated for at time and a half.

In situations where an employee is on unpaid sick leave they will not accrue further paid leave whilst out of pay.

Sickness during leave:

If an employee falls ill during a period of annual leave, and wishes their annual leave to be recorded as sickness so that the leave can be reinstated, they must promptly comply with HWCGS Cares sickness absence reporting procedure and produce a certificate to cover the period of sickness as per sickness absence policy. Without compliance, the period of absence will continue to be recorded as annual leave.

If sickness occurs over a bank holiday, that holiday will not be reinstated.

Entitlements

Staff will have 28 days paid leave to be allocated under the following system
Staff will choose 4 weeks between April and March.

The additional eight paid leave days will coincide with the national bank holidays. (This will be structured to allow those who work the holidays to receive a day off in lieu allocated at manager's discretion to meet service requirements.)

Leave requests

Employees must make leave requests directly to the managers in writing using our request format which a copy is attached to this policy.

Leave must be planned to run Monday to Monday. (shift requests/ swaps will be necessary to access additional days to accommodate flights outside of these days in discussion with the appropriate managers)

Employees must obtain approval for leave prior to committing to holiday plans.

Employees must give a minimum of on 2 weeks' notice for a period of leave to ensure that adequate cover is maintained in accordance with service needs.

Employees must ensure that all annual leave has been approved by the managers before they take their leave. If an employee takes a period of annual leave without prior approval, HWCGS Care will consider this as an unauthorised absence.

Staff leaving the employment of HWCGS Care will be entitled to be paid for untaken annual leave that is proportionate to the number of completed months of service during that leave year.

Employees who have a negative balance of annual leave proportionate to the number of completed months of service that leave year shall have the pay for that leave deducted from their final pay

Procedure

All requests for annual leave should be made on an appropriate 'annual leave form'. Employees should ensure that they give as much notice as possible (minimum of 2 weeks) to allow managers to meet service needs. All leave must be approved by managers.

The managers must promptly consider leave applications taking into account the needs of the service. The 'annual leave form' should be returned to the

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employee indicating that the leave has been authorised. If the leave cannot be authorised any reason for refusal should be given.

Employees should not commit themselves to any holiday plans until they have received approval from their managers to avoid disruptions to the service and to avoid any potential disputes.

If, for any reason an employee is unable to return from leave on the agreed date they must contact the managers and inform them of the situation as soon as possible. In such circumstances the managers will arrange to meet with the employee on their return to find a resolution. If employees do not inform the managers this will be considered to be an unauthorised absence.

General Public Holidays

HWCGS Care recognises eight designated bank holidays as follows: New Years Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday, Late Summer Holiday, Christmas Day and Boxing Day.

Due to service needs the Christmas fortnight will not be available for staff to book annual leave. Staff must clarify which dates this applies to each year with the managers.

Maternity Leave and holiday Protocol

During Ordinary Maternity Leave and Additional Maternity Leave, annual leave will accrue at the rate provided under your contract.

Annual leave cannot usually be carried over from one holiday year to the next. If the holiday year is due to end during your maternity leave, you should ensure that you have taken the full year's entitlement before starting your maternity leave.