Holiday Policy

Introduction

This policy sets out our organisation's rules in relation to holiday.

It is important that you take regular holidays for your wellbeing and to take some time away from work.

We encourage you to take your full entitlement and to spread out your holiday throughout the year to prevent building up an excessive period of leave at the end of each holiday year.

Your entitlement

The holiday year runs from 1 April to 31 March.

Unless your contract provides otherwise, you are entitled to 20 days paid holiday per holiday year or a pro rata equivalent if you work part-time. In addition you are entitled to take as paid leave bank and public holidays.

If your employment starts or terminates part way through a holiday year, your holiday entitlement during that year will be calculated on a pro rata basis.

Except where set out in this policy and/or otherwise required by law, all holiday must be taken during the holiday year in which it is accrued otherwise it will be lost. In exceptional circumstances a maximum of 4 days may be carried over from one holiday year to the next, but only where your line manager/HR Department has given permission in writing. Any holiday carried over must be used within the first three months of that holiday year.

Booking holiday

To book annual leave, you must use the Bright HR Portal or holiday request form, available from the HR department. All holiday must be approved in advance by your line manager. any event, you must give notice that is at least twice the number of working days that you wish to take as leave.

Every effort will be made to meet a holiday request. However, there may be circumstances where your line manager/the HR Department may turn down your holiday request due to operational needs or where there is insufficient capacity within our organisation to accommodate high levels of leave.

Taking holiday

During the first year of your employment, unless your line manager/the HR department has given permission in writing, the amount of leave that you may take is limited to the amount of leave that you have accrued at that time.

We reserve the right to require you take leave on specified dates including periods of shut down and to avoid staff accruing large amounts of untaken holiday. In such circumstances, you will receive notice that is at least twice the number of working days that you are required to take.

Holiday pay

You will receive normal pay during any day taken as part of your holiday entitlement.

You are not entitled to pay in lieu of holiday not taken, except on termination.

Sickness before or during holiday

If you fall sick or are injured while on holiday, you may choose to take your holiday as sick leave subject to the following conditions:

- The total period of sickness must be fully certificated by a qualified medical practitioner where it exceeds seven days.
- You must contact your manager/the head of department (by telephone if possible) as soon as you know that there will be a period of sickness during your holiday.
- You must submit to your manager/the head of department a written request no later than five days after returning to work setting out how much of your holiday was affected by sickness and the amount of leave that you wish to take at another time.

If you fall sick or are injured before a pre-booked holiday, you may choose to cancel your holiday, and take any part that is interrupted by incapacity as sick leave subject to the following conditions:

- The total period of sickness must be fully certificated by a qualified medical practitioner where it exceeds seven days.
- You must contact your manager/the head of department (by telephone if possible) as soon as you know that there will be a period of sickness during your holiday.
- You must submit to your manager/the head of department a written request to cancel or change your pre-booked holiday, setting out the amount of leave that you wish to take at another time.

Any holiday leave that is adjusted to sick leave will be treated in accordance with our policy on sickness absence.

Holiday entitlement and sick leave

You will continue to accrue your holiday entitlement during any period of sick leave.

If you are unable to take your full holiday entitlement due to sickness absence, or if you are still absent at the end of the holiday year, you may carry over any unused holiday to the next holiday year with the agreement of your line manager/ the HR Department.

Any holiday that is carried over under this provision is limited to the four weeks' annual leave that you are entitled to under EU legislation, and must be taken within 18 months of the end of the holiday year in which it was accrued.

Alternatively, you may book a period of holiday while on sick leave to receive holiday pay for that period, provided that you give your manager/the head of department as much notice as possible of your proposed holiday dates.

Holiday entitlement and family leave

You will continue to accrue your holiday entitlement during any period of family leave (ie maternity, paternity, adoption and shared parental leave, ordinary parental leave, and parental bereavement leave).

You should make every effort to take any outstanding holiday entitlement before commencing family leave or immediately after your family leave has ended. Any holiday entitlement that has not been taken because of family leave may be carried over into the next holiday year with the agreement of your line manager/the head of department.

Holiday pay on termination of employment

On the termination of your employment, you will receive a payment in lieu of accrued and untaken statutory holiday for that holiday year.

You may be required to take outstanding holiday during your notice period.

If, on the termination date, you have taken more holiday than your accrued entitlement, the corresponding amount will be deducted from your final salary payment.

If you are dismissed for gross misconduct, or if you leave before the contractual notice period has expired, you will not be entitled to payment in lieu of accrued contractual holiday over and above the statutory minimum.