



*I have come that they may have life and have it to the full
(John 10:10)*

ANNUAL LEAVE POLICY

This policy is taken from the OLHOC Trust Handbook of Statutory policies and should be read in conjunction with the other policies within the document.

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ANNUAL LEAVE

1. Introduction

- 1.1. This policy applies to employees of the Trust only. It does not form part of any employee's terms and conditions of employment and is not intended to have any contractual effect. The Trust reserves the right to amend this policy at any time.
- 1.2. This policy sets out annual leave entitlements for employees who work regular hours. If you work irregular hours, please contact the local academy Business Manager in the first instances if you have questions regarding the calculation of your annual leave entitlement or holiday pay.

2. Annual Leave Entitlement

- 2.1. The Trust's holiday year runs from 1 September to 31 August ("Holiday Year").
- 2.2. Your annual leave entitlement is as specified in your individual contract of employment.
- 2.3. Where an employee's annual leave entitlement increases with length of service, such entitlement is calculated from the beginning of the Holiday Year following the anniversary of completion of the service.
- 2.4. Full time employee's annual leave entitlement includes the eight currently recognised bank/public holidays currently recognised in England and Wales.

2.4.1. These are:

New Year's Day	Spring Bank Holiday
Good Friday	Late Summer Bank Holiday
Easter Monday	Christmas Day
May Day	Boxing Day

- 2.5. Part-time employees are entitled to annual leave and bank/public holidays on a pro rata basis.
- 2.6. Where you work part-time all year round and the Trust closes on a bank/public holiday, which is a day you would otherwise work but have exhausted your pro rata bank/public holiday entitlement, you will be required to use a day's annual leave for that bank/public holiday in order to be paid for that day. Otherwise, you will not be entitled to be paid for that day. You may be required to work on a recognised bank/public holiday depending on the Trust's operational requirements from time to time. The Trust will aim to give you as much notice as possible of any requirement. If you are required to work on a bank/public holiday you will be entitled to receive your normal basic hourly rate of pay and time off in lieu for the hours worked.
- 2.7. Employees accrue annual leave at the rate of one twelfth of their annual leave entitlement from the first day of their employment with the Trust.
- 2.8. Hourly paid employees will be paid at their basic rate of pay for annual leave taken; salaried employees will be paid their basic salary in respect of periods of annual leave. Overtime will not normally be included in the calculation of holiday pay unless it is overtime that is:

- 2.8.1. Contractually obliged to be offered and the employee is contractually obliged to accept or the overtime is guaranteed by the Trust; or
 - 2.8.2. Not contractually obliged to be offered, but the employee does, in fact, regularly work it to the extent that his become classed as regular and settled and forms part of their “normal remuneration”.
- 2.9. Annual leave payments will accrue from day to day and shall be payable in 12 equal instalments, monthly in arrears on or around the 15th of the month directly into your nominated bank or building society account.
- 3. Term-Time Only Support Staff**
- 3.1. If you are employed to work on a term-time only basis, you will not be permitted to take annual leave at any point during the academic terms. Instead, you are deemed to take your annual leave during the first school closure periods, on any bank/ public holidays and such other days the Trust designates as holiday on which you are not required to work which fall within the relevant holiday year, until your holiday entitlement is exhausted.
 - 3.2. Any days on which you are not required to work for the above reasons but for which you will not be entitled to be paid (because all of your paid leave has been deemed to have been taken) will be treated as unpaid leave. You will have received payment in respect of your pro-rated entitlement to annual leave as part of your salary.
- 4. Teaching Staff**
- 4.1. If you are employed as a member of teaching staff, you will not be permitted to take annual leave at any point during the academic terms. You will be deemed to take your annual leave during the first school closure periods, on any bank and public holidays and such other days the Trust designates as holiday on which you are not required to work which fall within the relevant holiday year, until your holiday entitlement is exhausted.
 - 4.2. You will receive your usual salary during all school closure periods.
- 5. All Year-Round Staff**
- 5.1. If you are employed by the Trust on “all year-round” contract, all periods of annual leave must be authorised in advance by the CEO / Principal / Head Teacher. You must not make firm annual leave arrangements before receiving confirmation that the request has been authorised.
 - 5.2. Completed holiday request forms must be submitted to your Line Manager as early as possible giving a minimum notice of 2 weeks in respect of proposed annual leave of less than 1 week and 4 weeks in respect of proposed annual leave of 1 week or more.
 - 5.3. You are not normally permitted to take more than 2 working weeks of consecutive dates annual holiday at any one time.
 - 5.4. You will not be permitted to take annual leave at any time during term time or on INSET days.
 - 5.5. If you take unauthorised annual leave may be subject to disciplinary action in accordance with the Trust’s Disciplinary Policy and Procedure.
 - 5.6. Requests for annual leave will normally be granted on a “first come first served” basis. Owing to the needs of the Trust and its students, the Trust reserves the right to limit the number of employees who may be permitted to take holiday at any one time. The granting

of all holiday requests will be subject to adequate cover available and the Trust's overall operational needs during the proposed period of absence.

6. Staff that are ill during a period of Annual Leave

- 6.1. If you are ill during a period of authorised annual leave you may elect to take that holiday at a later agreed time, within the holiday year in which that leave accrued (unless exceptional circumstances apply), provided you have followed the Trust's sickness absence notification and certification procedure on each of the days you were incapacitated by reason of illness or injury.
- 6.2. Requests should be made in writing to the CEO / Principal / Head Teacher and should set out:
 - 6.2.1. the number of days during which you were incapacitated by reason of injury or illness during the period of leave in question;
 - 6.2.2. how and to whom the sickness absence was notified and on what dates enclosing copy medical certificates where relevant; and
 - 6.2.3. the alternative dates that you would like to request to take in lieu.
- 6.3. The CEO / Principal / Head Teacher will consider your request and confirm where necessary sickness absence notification and certification procedures were complied with. We will then write to you confirming whether your request can be considered. Where a valid request is made, you will be invited to submit a Holiday Request Form in the normal way for the substitute days requested.

7. Annual Leave on Termination of Employment

- 7.1. On termination of employment, employees will be entitled to be paid for annual leave accrued but not taken as at the date of termination of employment.
- 7.2. If on termination of employment an employee has taken more annual leave than they have accrued in that Holiday Year, an appropriate deduction will be made from their final pay.
- 7.3. The Trust may require an employee to take all or part of any outstanding holiday entitlement during a period of notice to terminate the employment or during Garden Leave.

