

HOLIDAYS POLICY

This document provides information for staff regarding entitlement to holidays (referred to as 'leave') and offers procedural guidance on the booking of leave.

The leave year will run from April to March in line with the financial year. Staff who work full time are allocated 20 days holiday per year. Entitlement is accrued on a pro rata basis for staff who work part time. All staff will be paid for the entitled number of normal statutory holidays, currently 8, pro-rated where applicable. Holiday days are accrued on a monthly basis. Holiday entitlement cannot be accrued during periods of unpaid leave.

After employees have worked for Poppleton Road Kids Club continuously for 1-year, annual entitlement increases by one day to 21 days per year for a full-time position.

After employees have worked for Poppleton Road Kids Club continuously for 2 years, annual entitlement increases by one further day to 22 days per year for a full-time position.

After employees have worked for Poppleton Road Kids Club continuously for 3 years, annual entitlement increases by one further day to 23 days per year for a full-time position.

This entitlement to additional leave commences on the next 1st April following the relevant anniversary of the employee's start date.

Holidays must be authorised by the appropriate line manager before being booked.

Holiday periods are permitted for up to 11 consecutive working days in any leave year, subject to approval by the manager. The Trustees can approve additional consecutive days under exceptional circumstances.

All employees are expected to take their full holiday entitlement in the leave year. Under exceptional circumstances up to 3 days may be carried forward after approval by the Trustees.

If staff leave and have taken more than their accrued monthly holiday entitlement, then they will have the days 'overpaid' deducted from their final salary.

The Poppleton Road Kids Club is closed between Christmas and New Year. Staff are not required to use any of their annual leave entitlement during this period of time. These additional days leave are offered with full pay, as a gesture of goodwill from the Trustees for any staff who would ordinarily be expected to work on whichever days, they fall each year.

In exceptional circumstances Poppleton Road Kids Club may require staff to use their holiday entitlement to cover periods where settings are forced to close.

PROCEDURE FOR REQUESTING HOLIDAY

Employees wishing to request holiday must complete a Leave Application Form. The form must be approved by the manager. Once the request has been formally approved, the holiday dates will then be written into the holiday record excel sheet. Usually no more than two members of staff can be absent due to holiday at any one time. However, to ensure that there are sufficient

staff to run the setting, this may be changed for operational reasons. In the event that numerous employees request the same dates as leave, the Manager will resolve as they deem appropriate.

Individual Holiday Records will be maintained by the Manager and submitted to Trustees at each month end. It is recommended that employees keep a personal record of the amount of leave they have taken.