

Annual Leave policy

Annual leave is important, because everyone needs to take a break from work.

We have separate policies for:

- sick leave
- compassionate leave
- parental leave

How much annual leave?

The leave year runs from 1 April to 31 March each year.

Full-time staff get 25 days of annual leave each year, plus public holidays as follows:

New Year's Day, Good Friday, Easter Monday, Easter Tuesday, May Day, Spring Bank Holiday, Tuesday following, Late Summer Holiday, Tuesday following, Christmas Day, Boxing Day, the following day.

Part-time staff get pro rata leave and public holidays.

Bank holidays will be pro-rated depending on how many hours you work each week.

If extra bank holidays are awarded (for example, the Queen's Platinum Jubilee in 2022), staff will also be entitled to take these off. Additional bank holidays will be pro-rated if you work part-time.

Staff joining after 1 April get pro rata leave for the amount of the year they are employed. For example, if someone starts halfway through the year, they will get half the annual leave.

Taking your annual leave

We expect you to plan your annual leave so:

- you use the whole of your annual leave
- you can meet work deadlines
- Annual leave cards will be signed by your line manager.
- Your line manager will keep a copy of your leave card.

Carrying forward your annual leave

If you do not think you can use all your annual leave, you must talk with your manager.

Your manager will help you find ways to take your annual leave. If this is not possible, your manager can agree to let you carry forward up to 5 days of annual leave.

Leaving your job

If you have not been able to take all your leave when your contract finishes, you will be paid for any leave still owing to you.

This will be paid in your final salary.