



ANNUAL LEAVE POLICY

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Destroy All Previous Issues

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Approval

Version	Name	Position	Signature	Approved Date
V2.0	S Longland	HR Employee Relations manager		13 Jan 2011
V2.0	Nick Farmer	CEO		
V2.1	Exec	Executive Team		June 2012

Glossary

Term	Description

1 INTRODUCTION

The purpose of this policy is to set out annual leave entitlements for staff and outline the responsibilities for both managers and staff in ensuring annual leave is taken in line with entitlement and recorded appropriately.

2 THE POLICY

It is the intention of Badger to provide adequate opportunity to allow staff to be able to take their full allocation of annual leave within each year. However, there may be restrictions on leave in certain busy periods, or where cover is required between teams. All Operational and clinical staff will be expected to be available to work on Bank Holidays.

Badger's annual leave year runs from 1st April until 31st March.

Zero hours staff are entitled to the statutory holiday pay, which is 5.6 weeks (inclusive of bank holidays) paid quarterly in arrears.

Permanent staff are entitled to a minimum of 5.6 weeks per annum (inclusive of bank holidays), entitlement in excess of this will be as set out in an individual's contract of employment (if appropriate).

Note. Part Time Staff entitlement is calculated on a pro rata basis.

3 LOYALTY DAYS

Contracted staff are entitled to increases in their pro rata annual leave entitlement based on the number of years of service as follows:

5th year of service	1 day
6th year of service	2 days
7th year of service	3 days
8th year of service	4 days
9th year of service	5 days
10th year of service	6 days

4 PROCEDURE

It is the responsibility of employees to ensure that their annual leave is planned and taken at regular intervals throughout the year.

Employees must make every effort to take their full annual leave entitlement during the leave year.

Employees must submit their requests for annual leave in writing using Badger's annual leave form - HR-F-025 (Appendix 1) promptly and in line with this policy and procedure. Contracted staff must complete a holiday request form and return to their Line Manager. Reasonable notice of any proposed holiday is required, and at least 4 weeks notice of proposed holiday of one week or more.

Self-employed contractors are not entitled to any annual leave payments or entitlements from Badger under any circumstances.

Where employees start or leave Badger during a leave year their annual leave entitlement will be calculated on a pro rata basis.

If an employee increases or decreases their working hours their leave entitlement will be recalculated from the date the changes take effect.

APPENDIX 1

HOLIDAY REQUEST FORM

PLEASE COMPLETE THE FOLLOWING FORM AND **RETURN TO YOUR LINE MANAGER FOR AUTHORISATION.**

You must give reasonable notice of any proposed single day holiday request and at least 4 weeks' notice for one week or more.

EMPLOYEE NAME: JOB TITLE:
(FULL NAME MUST BE GIVEN)

HOLIDAY DATES:

*Please request each shift/ day separately. This form, will allow you to request 6 shifts/ days only.

DATE (DD/MM/YY):	START SHIFT TIME	FINISH SHIFT TIME	SITE WORKING AT/ JOB TITLE	TOTAL HOURS/ DAYS
			TOTAL HOURS/ DAYS:	

EMPLOYEE'S SIGNATURE: Date/ Time of Request:

LINE MANAGER'S SIGNATURE: Date

* Please note, if we receive your holiday form without your Line Manager's signature, your request will be returned to you unauthorised.

FOR OFFICE USE ONLY:

Authorised number of HOURS/ DAYS:	
Remaining number of HOURS/ DAYS:	
Checked by (Please sign and date)	Signature: _____ Date: _____
Has Rota been amended?	

YOUR LINE MANAGER WILL COMPLETE THIS SECTION AND RETURN TO EMPLOYEE AS CONFIRMATION OF HOLIDAY REQUEST

EMPLOYEE NAME:

TOTAL NUMBER OF DAYS/ HOURS USED AND AUTHORISED:	
REMAINING NUMBER OF DAYS/ HOURS:	
DATES AUTHORISED:	

The organisation treats personal data collected in accordance with the organisation's data protection policy. Information about how your data is used and the basis for processing your data is provided in the organisation's employee fair processing notice.