

Annual Leave Policy

We will provide this policy on request at no cost, in large print, in Braille, on tape or in another non-written format.

INTRODUCTION

Wheatley Care is committed to developing and maintaining working agreements which enable employees to achieve a better work-life balance. Annual leave is important in helping employees achieve this work balance.

This Policy sets out Wheatley Care's approach to annual leave and how requests for annual leave should be made by employees.

This Policy applies to all Wheatley Care employees.

POLICY STATEMENT

All requests for annual leave will be dealt with fairly and consistently and in accordance with Wheatley Care's Equality and Diversity Policy and Time Off Policy. Both the employee and the Manager/Section Head, have a responsibility under this policy to ensure that all annual leave is taken in the leave year. Good management of leave will ensure the health and well-being of the employee and the organisation.

ANNUAL LEAVE YEAR

The annual leave year for entitlement purposes shall be 1st April to 31st March.

In the year of joining or leaving, the entitlement will be in direct proportion to complete months of service during that year and any fraction rounded to the nearest half day.

THE PURPOSE OF ANNUAL LEAVE

The purpose of providing annual leave for employees is that it provides all employees with adequate time away from work for rest and respite. Therefore, permitting employees to come into work for the purposes of overtime during annual leave periods is not permitted.

Annual leave should be spread throughout the year to ensure adequate rest. Managers should ensure that in general, employees have not taken more annual leave than they have accrued in the year.

LEAVE ENTITLEMENT

Wheatley Care provides 281.2 hours of annual leave annually, inclusive of days in lieu of public holiday.

Employees who have 4 years' service or more at the start of the leave year on 1 April will be entitled to 288.6 hours of annual leave, inclusive of days in lieu of public holiday.

Part-time employees will receive annual leave pro rata to the number of hours worked.

The number of days' annual leave that a member of staff is entitled to is in direct proportion to the number of hours worked per week and the shift pattern undertaken. This is detailed in the terms and conditions of employment and the individual contract of employment.

All new members of staff will receive an annual leave entitlement in their first year of employment pro rata to the number of completed months worked in the leave year.

Employees who leave their employment during the leave year will be entitled to 1/12th of their annual leave entitlement for each completed month worked in the leave year less any annual leave taken. Employees will also be entitled to any public holidays that were worked and not taken that occurred in the leave year prior to the employees' leaving date. Employees will be paid in lieu for any annual leave entitlement accrued during that leave year but not taken at the termination of their employment. Where the total annual leave taken exceeds the annual leave entitlement an appropriate deduction will be made from an individual's final salary payment.

RELIGIOUS HOLIDAYS

Employees who are practising members of any religion or faith may wish to celebrate festivals particular to that faith. Employees are entitled to make application for time off for this purpose, using their allocation of annual leave or public holiday entitlement. Should this not be possible, consideration may be given to unpaid leave. The authorisation of paid or unpaid leave, will be dependent on the needs of the service.

APPLICATIONS FOR ANNUAL LEAVE

In order to improve work life balance, Wheatley Care will endeavour to accommodate as many annual leave requests as possible; however, there may be occasions where, due to business requirements, leave will not be granted.

Employees must submit their leave requests for the year to their Line Manager using the appropriate pro forma. Line management will confirm leave arrangements in writing to employees as soon as practical thereafter.

Employees must not make holiday arrangements without prior approval from their Line Manager. It is recommended that employees take at least two weeks of their annual leave entitlement in one period.

If annual leave is taken without management authorisation the disciplinary policy may be invoked.

The following procedure is in place in relation to annual leave/public holiday allocation:

- Employees in Wheatley Care and members of the Co-ordinating Management Group will be given an annual leave sheet on October 1st of each year with a return date of November 1st.
- Employees are requested to complete their full leave allocation at this time including three choices. Employees are encouraged to take a minimum of 1 two week block during the leave year.
- Where employees do not request all their annual leave it may be necessary to allocate leave in order to complete the entitlement and to ensure adequate cover at services.
- Negotiations on retaining floating days will be carried out at service/section level.
- Where it has not been possible to allocate the preferred choices, then the line manager will meet with the member of staff to discuss their options.
- Employees will be informed of the outcome of requests by the service management team no later than December 15th.
- Employees should retain a copy of their annual leave request for their own records.
- Employees **cannot** change their annual leave allocation without first getting the agreement of their line manager. Changes to annual leave will be dependent on available staff to ensure continuity of service delivery.
- Employees are asked not to book holidays which have not been authorised as there is no guarantee staff will be given the dates of their choice.
- A maximum of 37 hours of annual leave may be carried over to the next leave year,

with the agreement of the line manager. In all circumstances, a minimum of 5.6 weeks (207.2 hours) leave must be taken in each whole leave year to 31 March. This is pro rata for part time employees.

- In the interests of flexibility local procedures for annual leave may be adopted after consultation and agreement being reached within the service team. These procedures must be in line with Wheatley Care's Core Values, ensure consistent levels of service provision and once adopted be detailed in services protocols.

Relief workers' annual leave is based on 281.2 weeks leave per year. The number of days' annual leave that a relief worker is entitled to is in direct proportion to the number of hours worked over the period of time this work is undertaken.

Allocation of annual leave for relief workers will be co-ordinated through negotiation with the Manager.

The Manager will allocate annual leave to ensure adequate staff cover, skill mix and management cover to ensure effective service delivery.

ACCRUAL OF ANNUAL LEAVE

Whilst receiving Occupational sick pay, employees will continue to accrue annual leave.

An employee who will not be able to take their full leave entitlement prior to the end of the leave year, due to sickness, may apply to take statutory annual leave during the course of their absence. This request should be made in writing to their line manager who will forward the request to Payroll. A period of sick leave will be converted to annual leave and paid accordingly.

If you are not able to take statutory annual leave entitlement of 4 weeks (pro rata) due to sickness you will be entitled to carry this over to next leave year.

SICKNESS DURING ANNUAL LEAVE

If sickness occurs during annual leave, and an employee wishes their annual leave to be recorded as sickness, the employee must follow the normal absence reporting procedures as outlined in Management of Attendance policy (this applies to all employees regardless of whether they are in the UK or abroad). Employees must also supply a doctor's medical certificate with their self-certificate. The medical certificate must be handed to the employees' line manager upon their return from holiday.

In the absence of a correctly completed medical certificate the period of absence will continue to be recorded as annual leave.

Employees will not be able to self-certificate in these circumstances.

By correctly following the above procedure and adhering to the policy then the employee will have their period of annual leave reinstated for future use and allocated at a mutually agreeable time. Public holidays will be not be reinstated unless the employee was allocated to work on that day.

Any sickness absence immediately preceding and following a period of annual leave may need to be investigated by the employee's line manager.

PERIODS OF UNPAID LEAVE

An employee applying to take a period of unpaid leave, for example through the Time Off Policy, Parental Leave Policy or a Career Break will accrue statutory annual leave for this period. The annual leave entitlement for the year must be recalculated by the line manager dependent on the amount of unpaid leave agreed.

EQUALITY

This policy has been produced with the aim of supporting Wheatley Care's strategy in relation to equality and diversity which welcomes individuals from all backgrounds. When using this policy Wheatley Care expects that all members of staff will treat individuals fairly and with respect.

Wheatley Care recognises and values diversity and actively works to promote equality of access for all staff in line with the Equality and Human Rights Commission.

Wheatley Care will take action should there be a breach of the policy relating to equality and diversity.

This policy should be read in conjunction with;

- Terms and conditions of employment
- Contract of employment
- Time off policy
- Promoting attendance policy and procedures