



Annual leave policy

Policy sections



1. Entitlement



2. Pro rata holiday entitlement



3. Purchase of additional leave

1. Entitlement

1.1 Employees are entitled to 41 days annual leave made up as follows:

- 29 days annual leave

- 7 days floating public holidays
- 5 days fixed public holidays
 - Christmas day
 - Boxing day
 - New year's day
 - Good Friday
 - Easter Monday

The office closes over the Christmas and New Year period so you must always reserve leave to cover this period.

The annual leave period runs from 1st April to 31st March. You may carry over up to 36 hours/5 days annual leave into the next annual leave year. This will be a pro-rata calculation for part-time staff. Staff on maternity or long-term sick leave can carry over all accrued leave to the new annual leave year.

You are required to record your annual leave in your team workbook on SharePoint. An annual worksheet will be created for you by the Corporate Services Team. Please note that the fixed public holidays noted above will be pre-populated as holidays on your annual leave sheet. For the purposes of your spreadsheet, your annual leave will be calculated in hours.

All annual leave requests must be approved by your line manager.

2. Pro rata holiday entitlement

2.1 The Corporate Services team will calculate pro-rata annual leave for employees who work part time or who are on a fixed term contract. Only public holidays that fall within the term of contract will be included in the calculation.

3. Purchase of additional leave

3.1 Additional leave can be purchased, with the cost being deducted from your monthly salary throughout the applicable leave year.

To apply for additional annual leave a form can be requested from hr@improvementservice.org.uk

Requests for the purchase of additional annual leave will be submitted to your Head of Service who will review your request against the needs of the business.

If your request is approved, this will stay in place for one annual leave year and will revert to the standard annual leave on the 1st April each year, unless a further request is made and approved.