



Leave Policy

This policy should be read in conjunction with staff contracts of employment. Staff will maintain a record of annual leave, TOIL, sickness absence and other leave on a leave record form that will be held on file.

Annual leave

The annual leave year runs from 1 April to 31 March each year. Each year's leave should normally be taken within the same year. Leave may only be carried forward to the next year at the discretion of the [DESIGNATED PERSON]*. Any leave carried forward should normally be used by the end of April.

Staff joining after 1 April will be granted leave pro-rata in their first leave year.

Staff should not take more than 3 weeks annual leave in one block.

Staff should give notice of annual leave as far ahead as possible, so that adequate cover can be arranged where appropriate. Wherever possible at least one month's notice should be given.

To book annual leave, staff should:

- Fill in dates on their annual leave request form
- Arrange to speak to their line manager to alert them to any impact on service delivery, key meetings, etc.
- Once approved, enter leave dates in shared diary
- File annual leave form

Bank holidays

Part time staff members are entitled to pro rata time off for bank holidays. Time off for each bank holiday is one fifth of the staff member's working week – see example calculations below:

Full time (35 hours)	= 7 hours off ($\frac{1}{5}$ of the working week)
Part time (21 hours)	= 4¼ hours off ($\frac{1}{5}$ of the working week)
Part time (17½ hours)	= 3½ hours off ($\frac{1}{5}$ of the working week)

If the bank holiday falls on a normal working day for the part time employee, some extra hours may need to be worked in the week. (Hours normally worked on that day minus hours due off)

If the bank holiday falls on a non-working day for a part time employee, the hours due should be taken off during that week.

Part time workers will agree with their line manager when the extra time will be taken or worked and this will be entered in the diary.

Time off In lieu

TOIL can be taken for extra time worked only when the work has been authorised **in advance** by the line manager and the TOIL form completed and signed by the line

manager. TOIL is for additional hours worked outside regular hours for an urgent/particular reason and not for less than ½ hour.

Any TOIL accrued will be taken within one month. No more than three days time off in lieu may be accrued at any one time. A record of TOIL taken should be entered in the TOIL form after approval by the line manager.

Sick leave

On the first day of absence due to sickness staff should inform their line manager by telephone as early as possible. They should ring in each day unless a period of absence has been agreed or a doctor's certificate sent in.

Line managers will inform the admin staff who will enter the absence in the office diary and cancel any appointments. Line managers will also inform their projects, if appropriate.

A doctor's certificate is required after 5 working days' absence and should be posted to the office as soon as possible.

On return to work after sickness absence, staff should fill in their sickness record, recording the first and last day of absence, and arrange to meet with their line manager to have the form signed.

Special leave

In certain circumstances additional leave, either paid or unpaid, can be authorised. The staff contract/employee handbook lists some of these circumstances. Other special leave may be authorised at the discretion of the [DESIGNATED PERSON] and/or Trustees.

Staff will keep a record of any special leave taken on the special leave form.

This policy is to be read in conjunction with the following document:

- Staff contract

** The DESIGNATED PERSON will normally be the most senior paid staff member or a designated Trustee.*

Review date: 31/7/2020