
PO11 ANNUAL LEAVE POLICY & PROCEDURE

Policy

Introduction

CVS Falkirk believes that having time to refresh and follow your personal goals is important to the well-being of all staff, and operates a generous and flexible Annual Leave policy in support of that objective. Your entitlement to annual leave is specified in your Contract of Employment, and is based around a specified number of days, plus fixed and floating public holiday, together with any special days from time to time awarded by the Board. The entitlement for part-time employees is pro-rata to the entitlement for full time employees.

The leave year runs from 1st January to 31st December each year. During your first year of employment, your holiday entitlement accrues monthly in advance, at the rate of one twelfth of the annual entitlement. You will only be able to take days leave equivalent to the number of days accrued.

The organisation will attempt to meet your wishes about holidays subject to the normal running of the business. However, where too many employees require the same holiday period, holidays will be granted on the basis of first request, first granted.

In addition you must comply with the procedure for booking annual leave. Non-compliance could result in your holiday being disallowed, or unpaid, or even in disciplinary action being taken.

Holidays should not be booked until you have agreed your dates with your line manager. CVS Falkirk will not accept any liability for lost holiday deposits or other costs incurred by failure to agree dates with us.

No more than 5 outstanding holidays not used may be carried forward from one leave year to the next, and where leave is carried forward, it must be used by 31st March of the next year. Only in exceptional circumstances will you be permitted to exceed these guidelines, and all requests will be considered on a case by case basis by the CEO, whose decision is final.

No payments in lieu will be made for any outstanding holiday entitlement, except where the employment relationship is terminated.

Where termination is due to gross misconduct or where the full contractual notice period is not given and worked, unused holiday pay will not be paid, apart from any payment required under the Working Time Regulations 1998.

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Public Holidays

We recognise 12 public holidays every year, of which 7 are fixed and 5 are floating days. The 7 fixed public holidays are:

New Year's Day	2 nd January	Easter Monday
Good Friday	1 st Monday in May	
Christmas Day	Boxing Day	

Christmas Holidays

CVS Falkirk will close the office for up to 2 weeks over the Christmas/New Year holidays each year. Typically, the Board grant staff an additional 3 days paid leave between Boxing Day and New Year's Day.

At the beginning of each leave year, the CEO will advise the closure dates for the following Christmas.. You will be required to keep a number of days of you annual leave (variable between 1 and 3 each year) to cover the period of the closure.

Staff who start employment with CVS Falkirk in the weeks before the Christmas closure, and who will not have accrued sufficient leave entitlement to cover the whole period, will be required to keep back any holiday accrued to cover that period, or to take leave from their following year's entitlement in advance, or can use any FLEXI accrued, or can opt to take unpaid leave, or a combination of these things. Arrangements are to be agreed in advance with your line manager, or it will be assumed that the period of the closure is unpaid leave.

Guidance

Procedure

All holidays must have prior approval and authorisation. Requests for holidays should be submitted at least 4 weeks prior to the start of the required holiday period. Requests submitted less than 4 weeks before the start date may be granted at the CEO's discretion. The organisation will respond as soon as possible to your request for holiday. No responsibility will be accepted for monies lost as a consequence of your failure to comply with this procedure.

You may not take more than 10 working days as holiday at one time unless the organisation agrees otherwise.

You should initially check on the Holiday Board for the number of your colleagues who are already on leave at the time you are requesting. The organisation will refuse your request if there are too many people already off, either in total or in your area of work.

You will have a personal annual leave spreadsheet provide at the start of each year, or when you start with the organisation as applicable. You should complete your requested days on that spreadsheet, and submit it to your line manager online for approval. Once approved, you must update the Holiday Board so colleagues can see at a glance what dates are available.

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On subsequent occasions, the process should be repeated with the latest version of the spreadsheet, which will accumulate all leave for the year automatically.

If, for any reason, you are unable to take leave booked, simply update your spreadsheet with the dates unused, pass it to your line manager for approval, and you will have your extra days added back to take later.

Unscheduled Office Closure

This relates to closures other than those for Public Holidays and the Christmas period, as advised at the start of each year.

Where, for operational or health and safety reasons, the CEO opts to close the office, you will be advised as early as possible, and will be paid your normal salary for the day(s) concerned, with no loss of holiday or FLEXI entitlement.

Termination of Employment

If you leave your employment you will be paid in lieu for any annual leave earned but not taken in that year. If you have taken more annual leave than you have accrued, the balance will be deducted from any outstanding pay. Payment for holidays in these circumstances will be made on a pro-rata basis to your service during the current holiday year.

CVS Falkirk reserves the right to require that any outstanding holiday entitlement is taken during any notice period, whether given by you or the organisation.

Where termination is due to gross misconduct or where the full contractual notice period is not given and worked, unused holiday pay will not be paid, apart from any payment required under the Working Time Regulations 1998.

Responsibility

Overall responsibility for the implementation of this policy rests with the line managers, and ultimately the CEO. All staff are required to adhere to the policy and cooperate with its implementation and enforcement.

Related Policies:	PO31 Compassionate & Special Leave	
	PO51 Disciplinary	
Related Documents:	DO1 Annual Leave spread sheet	
	Holiday Board	
Version:	2.0	
Published:	February 2014	
Review Date:	November 2016	Reviewed: November 2016
Review Date:	November 2018	Reviewed: