

Southern East Anglia Quaker Meeting

ANNUAL LEAVE PROCEDURE

This procedure does not form a part of your contract of employment and may be changed from time to time. It does not apply to volunteers or self-employed people.

Holiday year

The holiday year runs from 1 January to 31 December.

Holiday entitlement

Holiday entitlement is 5.6 weeks (28 days), including bank and public holidays.

The holiday entitlement is based on a five day working week but if your working days are less than five days, then your entitlement will be pro-rated. For example, if you work three days per week, your annual leave entitlement is 3 days x 5.6 weeks = 16.8 days.

A maximum of 8 days' holiday (pro-rated for part-timers) may be carried forward to the next annual leave year but must be taken during the first three months of that annual leave year or it will be forfeited. Any untaken holiday in excess of 8 days (or pro-rata for part-timers) will not accrue to the following year and will be forfeited.

Requesting and recording of annual leave

Leave requests will normally be agreed, but if there is a need to refuse, this refusal will be given as soon as possible after the request.

All requests for annual leave must be made to your line manager, using the annual leave form. You should give at least two weeks' notice of your request to take a week's holiday, four weeks of your request to take two weeks holiday, and so on. If you are not able to give this amount of notice, it may be more difficult for your manager to accommodate your leave request.

A separate annual leave form should be used by each employee for recording annual leave.

Your manager should sign the form if the leave is authorised and should return the form to you. Your manager will keep an identical, updated copy of the form.

Prior to taking leave

Prior to taking leave, you should make sure that you have handed over relevant information to your line manager or other designated person, to enable them cover your work whilst you are away (if required). For example, if you are a warden, you will probably need to provide your line manager with a schedule of bookings and details of the cover required.

Bank and public holiday working

You are entitled to paid time off in a week in which a bank/public holiday falls.

As many of our employees work on a part time basis, or irregular hours, time off in a bank holiday week will operate as follows:

In a week in which one bank or public holiday falls, you will work 4/5 of your normal weekly working hours (*5/6 for 6 day week workers*). In a week on which two bank or public holidays fall, you will work 3/5 of your normal working week (*4/6 for 6 day week workers*). This is in lieu, not in addition to, time off on the actual day of the bank/public holiday. This will apply, regardless of the day on which the actual bank/public holiday falls and the days on which you actually work.

Please note that you may be required to work on a bank or public holiday.

