

# Annual Leave Policy

This policy applies if you are a member of staff at Wood St Nursery and wish to take Annual. This policy is to enable the managers to organise necessary cover for absent staff to try to minimise the stress caused to all colleagues by team members being off work.

## Annual Leave:

- Full Time Staff working 37.5 hours a week are entitled to 5 weeks paid holiday a year, and all Bank Holidays up to 8 days a year. If you do not work on a day when a bank holiday falls because you are working compressed hours, please ask a Manager to credit your annual leave for the lost days leave.
- Staff working part time or less than 37.5 hours per week are entitled to 5 weeks paid annual holiday in line with their normal working week, and all bank holidays that fall on a normal working day.
- After 2 years of employment post probation we will add an extra 1 day a year annual leave.
- We have very limited positions for staff to work Term Time Only. These staff are entitled to 5 weeks paid leave. All other leave is unpaid. All leave must be taken during the school holidays.
- The majority of Annual Leave has to be taken during nursery closure (Mandatory Leave). This is generally 4 weeks a year, but this can vary depending on the individual days worked, and the way that the Christmas and New Year holiday is organised; this varies each year because the days of the week that the Bank Holidays fall on, change each year.
- Staff will therefore get approximately 1 week paid leave to take as they choose. **In addition, staff may take up to 1 week unpaid leave every other year once their probation period has been passed.** This is 1 week in line with their normal working week, so for example a staff member who works 3 days a week can take 3 days unpaid leave in a 2 year period. This does not have to be taken as a full week, but cannot be split, so if you take less than a week's unpaid leave, you will not be able to take further unpaid leave in a 2 year period.
- We operate an online system for booking holiday via the app BrightHR. You can request absence online and you will also be able to view your holiday entitlement online at any time. This is to give you the facility to easily plan your holidays throughout the year.
- Once you have registered your holiday request online, you will receive an e-mail from a Manager authorising or declining your request. If you feel that your request has been unreasonably refused for any reason you should refer the matter to a Manager. They will endeavour to ensure that you have every opportunity to take your holidays at the time you request them, but they will need to balance your requests with the needs of the nursery.
- You must ensure your holiday request has been approved prior to making any firm holiday arrangements. Please approach managers directly if you have not had your response approved or declined within 24 hours.
- Holiday dates will normally be allocated on a "first come - first served" basis, ensuring that operational efficiency and appropriate staffing levels are maintained throughout the year. As a general rule only one member of staff can be on annual leave at a time.
- You must give at least eight weeks' notice of your intention to take a holiday of a week or more and four weeks' notice is required for single days.
- You must give at least six months' notice if you wish to take your paid or unpaid holiday directly before or after the August or Christmas/New Year holidays, because it is more difficult for us to arrange cover at these popular times. You may have your request declined if we already have someone on leave at that time.