



HOLIDAYS POLICY

This document provides information for staff regarding entitlement to holidays (referred to as 'leave') and offers procedural guidance on the booking of leave.

The leave year will run from April to March in line with the financial year.

Staff who work full time are allocated 20 days holiday per year.
Entitlement is accrued on a pro rata basis for staff who work part time.

All staff will be paid for the entitled number of normal statutory holidays, currently 8, pro-rated where applicable.

Holiday days are accrued on a monthly basis.
Holiday entitlement cannot be accrued during periods of unpaid leave.

After employees have worked for York Childcare continuously for 3 years, annual entitlement increases by one day to 21 days per year for a full time position.
After employees have worked for York Childcare continuously for 4 years, annual entitlement increases by one further day to 22 days per year for a full time position.
After employees have worked for York Childcare continuously for 5 years, annual entitlement increases by one further day to 23 days per year for a full time position.
This entitlement to additional leave commences on the next 1st April following the relevant anniversary of the employee's start date.

Holidays must be authorised by the appropriate line manager before being booked.

Holiday periods are permitted for up to 11 consecutive working days in any leave year. The General Manager can approve no more than 2 additional consecutive days under exceptional circumstances.

All employees are expected to take their full holiday entitlement in the leave year. Under exceptional circumstances up to 5 days may be carried forward after approval of the Management Board.

If staff leave and have taken more than their accrued monthly holiday entitlement, then they will have the days 'overpaid' deducted from their final salary.

The nurseries and offices are closed between Christmas and New Year. Staff are not required to use any of their annual leave entitlement during this period of time. These additional days leave are offered with full pay, as a gesture of goodwill from the Management Board for any staff who would ordinarily be expected to work on which-ever days they fall each year. Staff on maternity leave will only be entitled to claim a proportionate amount of leave for any days between Christmas and New Year when they would have been at work if they were not on maternity leave.



PROCEDURE FOR BOOKING HOLIDAY

Employees wishing to request holiday must complete a Leave Application Form. The form must be approved by the relevant line manager.

Once the request has been formally approved, the holiday dates will then be written into room diaries and onto wall charts displaying staff holiday dates.

Usually no more than two members of staff can be absent from one setting due to holiday at any one time. However, to ensure that there are sufficient staff to run the setting, this may be changed for operational reasons.

Individual Holiday Records will be maintained by the Nursery Manager and submitted to HR at each month end.

It is recommended that employees keep a personal record of the amount of leave they have taken.