



## **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 1<sup>st</sup> 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, subject to approval by the appropriate line manager. The CEO can approve 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 by the CEO.

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 office 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 whichever days they fall each year.



## **PROCEDURE FOR REQUESTING 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.

In the event that numerous employees request the same dates as leave, the Nursery Manager will resolve as they deem appropriate.

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.

## **SUPPLY STAFF**

YC employed Supply staff are entitled to 5.6 weeks' annual leave per annum (the equivalent of 20 days plus bank holidays), which will be accrued on a month-by-month basis, calculated using a 52 week average of your working hours.

Annual leave must be requested through the HR Coordinator, who will keep Nursery Managers informed and keep records of holiday pay and entitlement and taken leave.

Annual leave will be deducted for the period that YC is closed over the Christmas Period. Pay for this period will be calculated using the same 52 week average as standard holiday is calculated.

The equivalent of one days leave will be deducted from entitlement for all Bank Holidays (this equates to 1.6 weeks' per financial year). One day will be calculated using 1/5 of the 52 weekly average calculation.