



## **Annual Leave Policy October 2025**

It is the Nursery's policy that employees should be given paid holiday every year. Its purpose is to provide a period of leisure time during which employees can have a break from work, relax, and therefore return to their jobs refreshed. Employees should take the holiday to which they are entitled; managers should ensure that the workload does not prevent this and that the needs of the organisation are taken into account.

### **Annual Leave Procedure**

- All annual holiday dates must receive prior management approval.
- All requests for annual holiday should be made in writing on the appropriate form at the earliest reasonable opportunity, and in any event no later than 2 weeks before the required start date. Absence Request forms should be passed to the Nursery Manager for approval who will consider the application having regard to the needs of the nursery and the impact on the rest of the staff.
- A copy of the form marked "approved" or "not approved", with the reasons for refusal where applicable, should be signed by the Nursery Manager and returned to the employee.
- Employees should not commit themselves to any holiday plans until they have received a signed copy of the form approving their holiday request.
- Where there are conflicting holiday requirements, priority will be given to the employee whose request was received first.
- No more than 2 weeks of annual holiday may be taken at any one time.
- In the event of an employee disputing management's decision, the organisation's formal grievance procedure should be used.

### **Carrying Holiday Over**

- The Nursery's holiday year runs from January to December. All holiday entitlement for the year must normally be taken within it. No payment in lieu will be made for any holiday not taken.
- Employees may in exceptional circumstances, provided they have obtained the Nursery Manager's prior approval, carry forward days of their holiday entitlement to the next holiday year in circumstances where the business needs of the organisation have prevented them from taking all their holiday entitlement in the current year.

### **Entitlement**

Employees are entitled to 28 days' leave per year, including public holidays and days the nursery is closed during the Christmas shutdown which must be taken as annual leave.

### **Religious Holidays**

Employees who wish to observe religious holidays, which do not coincide with public holidays in England and Wales, or Scotland/Northern Ireland, are required to use their normal annual holiday entitlement or take unpaid leave. Every effort will be made to accommodate such requests, which will be refused only in exceptional circumstances.

### **Requests for urgent annual leave**

- Where possible, urgent requests for annual leave for special circumstances or problematic situations will be accommodated by negotiation with the manager.

### **Unpaid annual leave**

- Unpaid annual leave may be granted in exceptional circumstances but only with prior management approval.
- All annual leave should be taken prior to any unpaid annual leave being requested.
- Each case will be considered on its own merits and no one case will set a precedent for any future cases that may arise.
- Annual leave will not accrue during any period of unpaid annual leave. Annual leave entitlement will be reduced in proportion to the amount of unpaid annual leave taken.

### **Time Off in Lieu**

- Where staff work additional hours to their normal working hours in order to help the nursery manage staffing shortages, staff will be entitled to Time off In Lieu (TOIL) of the hours worked. This ensures that staff are not working excessive hours over and above their normal working hours and helps to maintain a balanced work-life balance for all staff.
- The Time Off in Lieu must be agreed in advance with the Nursery Manager. Approval of TOIL requests will be subject to the discretion of the Nursery Manager, having regard to the needs of the nursery and the impact on other staff.
- If in the Nursery Manager's view, it would better serve the Nursery to replace TOIL for additional hours with hourly pay for these additional hours, the Nursery Manager reserves the right to replace TOIL for additional hours worked with payment for hours worked instead.
- Additional hours should be agreed in advance with the Nursery Manager.
- Each case will be considered on its own merits and no one case will set a precedent for any future cases that may arise.
- Where staff are required to attend work related events outside of normal shift hours, such as training courses, staff meetings, open days and parent consultations, TOIL will also apply. Staff will be able to request TOIL for time spent attending these events which as before will need the Nursery Manager's prior approval.

### **Annual Leave and Termination of Contract**

- Outstanding holiday which has been accrued but not taken by an employee on termination receive a payment made in lieu of outstanding holiday which has been accrued but not taken, which will be calculated at the employee's normal rate of pay, and such payment will be subject to deductions for tax and National Insurance contributions.
- The organisation reserves the right to tell the employee to take some or all outstanding accrued holiday entitlement during the notice period, rather than making a payment in lieu of termination.
- Where annual holiday taken exceeds the number of days which have been accrued at the date of termination, the organisation will deduct the appropriate sum from the employee's final salary.

### **Annual Leave for New staff**

- Where new employees join the organisation part way through the holiday year, their entitlement to annual leave will be proportionate to the amount of time left in the holiday year (with any fraction of a day rounded up to a whole day). No service with any other employer will count for the purposes of assessing entitlement to annual leave.
- Notwithstanding the usual rules on accrual for new employees, every effort will be made to meet their needs in respect of commitments to holidays already made. New employees must inform the Nursery Manager within 1 week of joining the Nursery of pre-arranged holiday commitments, and preferably do this prior to the commencement of employment.

### **Sickness During Holiday**

Where an employee falls sick or is injured while on annual leave, the nursery will allow the employee to take sick leave and take the annual leave at a later time, the timing of which will be subject to management approval. This is subject to the following strict conditions:

- The total period of incapacity must be fully certificated by a qualified medical practitioner
- The employee must contact the SMT as soon as it is known that there will be a period of incapacity during the pre-planned annual leave.
- The employee must submit a written request no later than five days after returning to work setting out how much of the annual leave period was affected by sickness and the amount of leave that the employee wishes to take at another time
- Where the employee is overseas when he/she falls sick or is injured, evidence must be produced that the employee was sick by way of either a medical certificate or proof of a claim on an insurance policy for medical treatment received at the overseas location.

### **Sickness Before Annual Leave**

If an employee is ill or is injured before the start of a period of planned annual leave, we will agree to the employee postponing the annual leave dates to another mutually agreed time. Any period of sickness absence will then be treated in accordance with the employer's normal policy on sickness absence.

### **Replacement Annual Leave Dates**

Where it is agreed that an employee can take replacement annual leave at a later time, the employee should nominate replacement annual leave dates as soon as possible, with the dates being subject to the agreement of the employee's line manager in the usual way. Employees should endeavour to take any replacement annual leave within the same holiday year as the days lost as a result of sickness or injury. In the event that part or all of the annual leave is lost due to incapacity towards the end of the nursery's holiday year and there is insufficient time left during that year for the replacement annual leave to be taken, the employee will be permitted to carry over the replacement annual leave to the next holiday year.