



## **St Thérèse of Lisieux Catholic Multi Academy Trust**

### **Annual Leave Policy**

**October 2018**

<b>Audience:</b>	<b>Central Team and all other CMAT employees</b>
<b>Approved:</b>	<b>Directors – 8<sup>th</sup> October 2018</b>
<b>Other related policies:</b>	
<b>Policy Owner:</b>	<b>Louise Wilson – Chief Executive Officer</b>
<b>Policy Model:</b>	<b>Compliance – all CMAT academies use this policy</b>
<b>Review:</b>	<b>Annually</b>
<b>Version Number:</b>	<b>1.0 (October 2018)</b>

## **ANNUAL LEAVE POLICY**

### **ANNUAL LEAVE POLICY FOR THE ST THÉRÈSE OF LISIEUX CATHOLIC MULTI ACADEMY TRUST**

#### **INTRODUCTION**

1. The Trust recognises that enabling its employees to achieve an effective work life balance benefits employees, the Trust and the community it serves.
2. This policy describes annual leave provisions covered by conditions of service and outlines the discretionary options available to employees regarding annual leave.

*Note 1: Other discretionary forms of leave are available and may be granted by the appropriate manager. Guidance on these can be found in the school's Leave policy.*

*Note 2: Separate guidance on maternity leave, adoption leave, shared parental leave, paternity and maternity support leave can be accessed via the Human Resources (HR) advisory service.*

3. This policy applies to all non-teaching employees of the Trust subject to the terms and conditions of the National Joint Council (NJC) for Local Government Service National Agreement on Pay and Conditions of Service (the "Green Book").
4. The leave year shall run from 1<sup>st</sup> September to 31<sup>st</sup> August.
5. All requests for annual leave should be made using the agreed method and approved in advance by the manager.
6. In all circumstances, requests will be considered sympathetically but are subject to individual circumstances and the needs of the service.

#### **ENTITLEMENT AND PROCEDURE**

7. Where amounts of leave are specified these are based on a 37 hour (5 day) week. Part time employees and those working irregular working patterns shall have applied to them the same provisions pro-rata to comparable 37 hour (5 day) week employees in the Academy. Leave entitlement is calculated in hours and minutes for all employees.
8. Annual leave should be taken during periods of school closure. In exceptional circumstances requests can be made to the Headteacher who will retain discretion to approve the taking of annual leave within term time. Consideration will be given to the impact on the running of the individual Academy and financial cost.

## **AMOUNTS OF LEAVE**

9. Leave entitlements are:

Scale	Initial			Not less than 5 years continuous service			Not less than 10 complete years service at 1 April		
	Hours	Minutes	Days	Hours	Minutes	Days	Hours	Minutes	Days
Grade 1-4 (scp 2-14) Apprentice	170	15	23	207	15	28	214	40	29
Grade 5-6 (scp 15-25)	185	0	25	207	15	28	214	40	29
Grade 7-9 (scp 26-41)	199	50	27	207	15	28	229	25	31
Grade 10-12 (scp 42-54)	214	40	29	222	0	30	244	15	33
JNC officers	229	25	31	244	15	33	259	0	35

*These figures are inclusive of the two extra statutory days.*

10. The above annual leave provisions have been calculated based on an average working day of 7.4 hours. For example: 23 days x 7.4 hours = 170.2 hours annual leave entitlement. This is based on the standard working week of 37 hours divided by 5 days. 4 days (Monday to Thursday) at 7.5 hours plus 7 hours on a Friday equals 37 hours. This divided by the 5 days gives the average working day of 7.4 hours. Entitlements are rounded up to the nearest five minutes.
11. For the purposes of booking annual leave, the actual hours and minutes that would have been worked should be deducted from the annual leave entitlement.
12. The annual leave entitlement of employees leaving or joining the Trust is proportionate to their completed months of service during the leave year.
13. Leave entitlement shall be increased on a pro rata basis for those employees who attain five years' service.
14. For employees who attain ten years' service, leave entitlement will be increased from 1 April the following year.
15. Up to 37 hours (5 days) may be carried forward with the approval of the Headteacher or their representative. In exceptional circumstances, where service needs demand, the Headteacher may approve the carry forward of leave in excess of 37 hours (5 days), subject to a maximum of 74 hours (10 days) not being exceeded.
16. The Working Time Regulations require employees to take a minimum of 28 days (207 hours and 15 minutes) pro rata of their annual leave entitlement (including bank holidays) in a leave year.

*"A communion of high achieving Catholic schools where every person meets Jesus and grows uniquely in God's love."*

Employees with a leave entitlement of 23 days (170 hours and 15 minutes) will only be able to request a maximum of 22 hours and 30 minutes (3 days) carry forward.

17. Where an employee is absent from work due to sickness and is unable to return to work by the end of the leave year, the employee may request that they carry up to 37 hours (5 days) leave into the following year.
18. Where an employee becomes sick during a period of annual leave, their entitlement during the current leave year will not be lost, provided that they comply with the school's Sickness Absence policy at all times and can provide medical evidence to certify the absence. For further advice on entitlement to annual leave during periods of long term sickness should be discussed with the HR Advisory service.
19. Employees are able to take unpaid leave in addition to their annual leave entitlement. This can only be used where the employee has used all annual leave entitlement for the current year. Please refer to the Leave policy for further information.
20. All requests for unpaid leave should be made using the appropriate request facility. The manager must notify the relevant Human Resources Advisory Service who will arrange for deductions from salary to be made.

### **TERM TIME ONLY STAFF**

21. Employees working on a term time formulae have their entitlement to annual leave calculated on a pro rata basis. This is then paid as part of their annual salary in twelve equal monthly instalments. This leave is understood to be allocated during the non-term time period.
22. In exceptional cases where employees wish to request leave within term time this would be unpaid and as outlined in the leave policy.

### **PUBLIC HOLIDAYS**

23. There are normally eight public holidays per annum, which are:
  - New Year's Day
  - Good Friday
  - Easter Monday
  - May Day
  - Late spring (May)
  - Late summer (August)
  - Christmas Day
  - Boxing Day

Note 3: Occasionally extra public holidays may occur in a leave year, these will be calculated on the actual days available and leave provisions will be adjusted. If an employee leaves the Academy within this leave year, their holidays will be adjusted accordingly.

### **EXTRA STATUTORY HOLIDAYS**

24. In addition to the general and public holidays, employees are entitled to (two extra statutory days holiday), which are incorporated within the entitlements under paragraph 9.

### **EMPLOYEES LEAVING EMPLOYMENT**

25. Where employees leaving the Trust have accrued annual leave and have been unable to take time off due to the needs of the service or some other legitimate reason then payment in lieu of that time at plain time rate will be made.

26. Where employees leaving the Trust have taken annual leave in excess of that accrued and have been unable to make up that time then a deduction for those hours will be made from the final salary payment due.
27. Where an employee's final salary payment is insufficient to allow for the whole of any such deduction, an account will be established and the employee will be required to repay the outstanding amount due within 30 calendar days of the termination of employment.

### **REVIEW**

28. This policy will be reviewed in three years' time or sooner if changes in legislation or feedback necessitates.