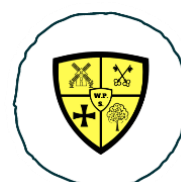


SOKE EDUCATION TRUST

Annual Leave Procedure

Approved via Governorhub

Approved date	December 2023
Review date	December 2027



Annual Leave Procedure

Aims

The purpose of this procedure is to ensure that annual leave is managed fairly and consistently for support staff, within their different job families. It covers support staff and senior managers if they have a full year contract, whether permanent or fixed term. 'Term Time Only' staff and teaching staff are deemed to take their annual leave during periods of school closure i.e outside agreed term dates and therefore any requests for time off will only be considered if made under the Trust's Leave of Absence policy. This policy does not form part of an employee's contract of employment and may be amended following consultation.

Roles and Responsibilities

The Board

The Trust board have overall responsibility for ensuring that there are appropriate arrangements for support staff to take their annual leave entitlement.

CEO/Headteachers

Within the Central team and each school, the CEO & Headteachers are responsible for ensuring that full year support staff are aware of the policy and that it is applied consistently and fairly.

Entitlement

Holiday leave entitlement will be stipulated on each employee's contract.

All employees are entitled to 8 days of public holidays per annum

Leave Year

The leave year runs from 1st September to 31st August. The exception is for full leave support staff who transfer from another organisation, where they will receive a transitional leave allowance between their start date and the end of the academic year (31st August). Employees should aim to take their annual leave within the year entitlement.

Leave Application Procedure

Every request for annual leave must be approved by the employees Line Manager. Request for leave should be submitted using the Annual Leave Card. All request should be made at the earliest opportunity, within reason and taking into consideration operational requirements.

Line Managers will approve request, taking into consideration operational requirements and the leave requests of other employees. Line Managers will communicate the decision, based on the needs of the organisation as soon as is reasonably practicable.

Considering Requests

It is expected that annual leave for school staff is usually taken during periods out of term time hours and considering operational requirements. Full hours, Central Team staff are able to take leave in accordance with the Academies planning calendar. In all cases, consideration of operational requirements will include particular demands of the work routinely undertaken by the employee, training opportunities planned, routine or anticipated workload of team members or leave requests already granted.

Where there are conflicting annual leave requirements, priority will be given to the employees whose request was received first, subject to operational requirements.

An employee who wishes to dispute a declined request should raise this under the Grievance policy. An employee who takes unauthorised annual leave may be subject to action under the Trust's Disciplinary policy.

Carrying Forward Annual Leave

Staff should not routinely carry forward annual leave from one year to the next.

Where exceptional circumstances and operational requirements have prevented annual leave from being taken, up to 5 days leave may be carried forward, if agreed in advance by the Line Manager. Any leave carried over should be taken within three months of the new holiday year.

Pay in lieu of holiday is not available. Exceptions will be made in the event of long-term sick leave, depending on individual circumstances.

Sickness During Annual Leave

Annual leave can only be reclaimed by an employee where their sickness is accompanied by a Fit Note from a GP or a hospital medical certificate. In addition, the employee should follow the usual sickness absence procedure by notifying their Line Manager on the first day of illness.

Late Return from Annual Leave

If an employee is likely to return late from annual leave, due to unforeseen circumstances, they should notify their Line Manager at the earliest opportunity and agree revised arrangements e.g additional annual leave, unpaid leave or compassionate leave.

Links to policies

Disciplinary
Grievance