

LORETTO ANNUAL LEAVE		No. 44
Date Reviewed: October 2019	Next Due: October 2022	Approved: October 2014

INTRODUCTION

Loretto is committed to developing and maintaining working agreements which enable employees to achieve a better work-life balance. Annual leave is important in helping employees achieve this work balance.

This Policy sets out Loretto's approach to annual leave and how requests for annual leave should be made by employees.

This Policy applies to all Loretto employees.

POLICY STATEMENT

All requests for annual leave will be dealt with fairly and consistently and in accordance with Loretto's Equality and Diversity Policy and Time Off Policy. Both the employee and the Manager/Section Head, have a responsibility under this policy to ensure that all annual leave is taken in the leave year. Good management of leave will ensure the health and well-being of the employee and the organisation.

ANNUAL LEAVE YEAR

The annual leave year will run from 1 April to 31 March.

New staff will have a pro-rata entitlement from their first day until 31 March. On 1 April they will commence a new full annual leave year.

THE PURPOSE OF ANNUAL LEAVE

The purpose of providing annual leave for employees is that it provides all employees with adequate time away from work for rest and respite. Therefore permitting employees to come into work for the purposes of overtime during annual leave periods is not permitted.

Annual leave should be spread throughout the year to ensure adequate rest. Managers should ensure that in general, employees have not taken more annual leave than they have accrued in the year.

LEAVE ENTITLEMENT

Leave entitlement for Loretto Care staff is 25 days annual leave per year plus public holidays. Following four years' service, entitlement rises to 26 days' annual leave plus public holidays. The number of days annual leave/public holiday that a member of staff is entitled to is in direct proportion to the number of hours worked per week and the shift pattern undertaken. This is detailed in the terms and conditions of employment and the individual contract of employment. Leave entitlement may be expressed in hours where there are changing shift patterns and lengths.

Leave entitlement for Loretto Housing RSL staff is 28 days annual leave per year plus public holidays. The number of days annual leave/public holiday that a member of staff is entitled to is in direct proportion to the number of hours worked per week and the shift pattern undertaken. This is detailed in the terms and conditions of employment and the individual contract of employment. Leave entitlement may be expressed in hours where there are changing shift patterns and lengths.

All new members of staff will receive an annual leave entitlement in their first year of employment pro rata to the number of completed months worked in the leave year.

Employees who leave their employment during the leave year will be entitled to 1/12th of their annual leave entitlement for each completed month worked in the leave year less any annual leave taken. Employees will also be entitled to any public holidays that were worked and not taken that occurred in the leave year prior to the employees' leaving date. Employees will be paid in lieu for any annual leave entitlement accrued during that leave year but not taken at the termination of their employment. Where the total annual leave taken exceeds the annual leave entitlement an appropriate deduction will be made from an individual's final salary payment.

GENERAL PUBLIC HOLIDAYS

In addition to annual leave, employees are entitled to paid public holidays that fall within the leave year, for part time employees this entitlement is pro-rata to the full time allowance.

The 13 public holidays that Loretto recognise within the annual leave year consist of:

- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday x 2
- Fair Holiday x 2
- September Weekend x 2
- Christmas Day
- Boxing Day
- New Year's Day/2nd January

If a public holiday falls on a Saturday or Sunday, the following Monday or Tuesday is designated as a public holiday.

RELIGIOUS HOLIDAYS

Employees who are practising members of any religion or faith may wish to celebrate festivals particular to that faith. Employees are entitled to make application for time off for this purpose, using their allocation of annual leave or public holiday entitlement. Should this not be possible, consideration may be given to unpaid leave. The authorisation of paid or unpaid leave, will be dependent on the needs of the service.

APPLICATIONS FOR ANNUAL LEAVE

In order to improve work life balance, Loretto will endeavour to accommodate as many annual leave requests as possible; however there may be occasions where, due to business requirements, leave will not be granted.

Requests for annual leave should be entered on an annual leave card (Appendix 1 for Loretto Care, Appendix 2 for Loretto Housing) and handed to the employees' line manager for authorisation. The annual leave card should include the employee's entitlement to annual leave and public holidays.

All employees must ensure that their manager approves all annual leave before this is taken and employees should not commit themselves to any holiday plans until their line manager has approved their annual leave.

If annual leave is taken without management authorisation the disciplinary policy may be invoked.

The following procedure is in place in relation to annual leave/public holiday allocation:

- Employees in Loretto Care and members of the Co-ordinating Management Group will be given an annual leave sheet on October 1st of each year with a return date of November 1st.
- Employees are requested to complete their full leave allocation at this time including three choices. Employees are encouraged to take a minimum of 1 two week block during the leave year.
- Where employees do not request all their annual leave it may be necessary to allocate leave in order to complete the entitlement and to ensure adequate cover at services.
- Negotiations on retaining floating days will be carried out at service/section level.
- Where it has not been possible to allocate the preferred choices, then the line

manager will meet with the member of staff to discuss their options.

- Employees will be informed of the outcome of requests by the service management team no later than December 15th.
- Employees should retain a copy of their annual leave request for their own records.
- Employees **cannot** change their annual leave allocation without first getting the agreement of their line manager. Changes to annual leave will be dependent on available staff to ensure continuity of service delivery.
- Employees are asked not to book holidays which have not been authorised as there is no guarantee staff will be given the dates of their choice.
- Employees who have been unable to take their full annual leave entitlement during the year can carry over a maximum of 5 days annual leave to the next leave year, with the agreement of the line manager. A minimum of 5.6 weeks must be taken in each leave year.
- A maximum of 5 days annual leave, for a 5 day week, pro rata for part time employees may be brought forward into the current leave year, with agreement of the line manager. A minimum of 5.6 weeks must be taken in each leave year.
- In the interests of flexibility local procedures for annual leave may be adopted after consultation and agreement being reached within the service team. These procedures must be in line with Loretto's Core Values, ensure consistent levels of service provision and once adopted be detailed in services protocols.

The same arrangements apply to employees of Loretto Housing Association with the exception that annual leave cards should be issued the first week in January and returned by 1 February. Employees may make application prior to this if they wish.

Relief workers' annual leave is based on 7.6 weeks leave per year. The number of days annual leave that a relief worker is entitled to is in direct proportion to the number of hours worked over the period of time this work is undertaken.

Allocation of annual leave for relief workers will be co-ordinated through negotiation with the Manager.

The Manager will allocate annual leave to ensure adequate staff cover, skill mix and management cover to ensure effective service delivery.

ACCRUAL OF ANNUAL LEAVE

Whilst receiving Occupational sick pay, employees will continue to accrue annual leave.

An employee who will not be able to take their full leave entitlement prior to the end of the leave year, due to sickness, may apply to take statutory annual leave during the course of their absence. This request should be made in writing to their line manager who will forward the request to Payroll. A period of sick leave will be converted to annual leave and paid accordingly.

If you are not able to take statutory annual leave entitlement of 4 weeks (pro rata) due to sickness you will be entitled to carry this over to next leave year.

SICKNESS DURING ANNUAL LEAVE

If sickness occurs during annual leave, and an employee wishes their annual leave to be recorded as sickness, the employee must follow the normal absence reporting procedures as outlined in Management of Attendance policy (this applies to all employees regardless of whether they are in the UK or abroad). Employees must also supply a doctor's medical certificate with their self-certificate. The medical certificate must be handed to the employees' line manager upon their return from holiday.

In the absence of a correctly completed medical certificate the period of absence will continue to be recorded as annual leave.

Employees will not be able to self-certificate in these circumstances.

By correctly following the above procedure and adhering to the policy then the employee will have their period of annual leave reinstated for future use and allocated at a mutually agreeable time. Public holidays will not be reinstated unless the employee was allocated to work on that day.

Any sickness absence immediately preceding and following a period of annual leave may need to be investigated by the employee's line manager.

PERIODS OF UNPAID LEAVE

An employee applying to take a period of unpaid leave, for example through the Time Off Policy, Parental Leave Policy or a Career Break will accrue statutory annual leave for this period. The annual leave entitlement for the year must be recalculated by the line manager dependent on the amount of unpaid leave agreed.

EQUALITY

This policy has been produced with the aim of supporting Loretto's strategy in relation to equality and diversity which welcomes individuals from all backgrounds. When using this policy Loretto expects that all members of staff will treat individuals fairly and with respect.

Loretto recognises and values diversity and actively works to promote equality of access for all staff in line with the Equality and Human Rights Commission.

Loretto will take action should there be a breach of the policy relating to equality and diversity.

This policy should be read in conjunction with;

- Terms and conditions of employment
- Contract of employment
- Time off policy
- Promoting attendance policy and procedures

ANNUAL LEAVE REQUEST

NAME		SERVICE	
LEAVE YEAR		DATE SUBMITTED	

ANNUAL LEAVE/PUBLIC HOLIDAY ENTITLEMENT:	Days
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1st CHOICE

DATES			GRANTED		APPROVED	
FROM	TO	TOTAL	YES	NO	DATE AGREED	APPROVED BY

2nd CHOICE

DATES			GRANTED		APPROVED	
FROM	TO	TOTAL	YES	NO	DATE AGREED	APPROVED BY

3rd CHOICE

DATES			GRANTED		APPROVED	
FROM	TO	TOTAL	YES	NO	DATE AGREED	APPROVED BY

