

# Annual Leave Policy

Frequency of Review	Every 3 years
Author	(Judicium adopted) COO
Approved by	COO
Reviewed	April 2024
Date of Next Review	April 2027 (unless there is a material change)

## Introduction

The Propeller Academy Trust (PAT) applies this policy to employees of the Trust only (which will be referred to as “you” in this policy). It does not form part of any employee’s terms and conditions of employment and is not intended to have any contractual effect. We reserve the right to amend this policy at any time.

It sets out annual leave entitlements for employees who work regular hours. If you are an employee who does not have regular hours of work, please contact a Trust HR/Finance Manager, [hr@propellertrust.org](mailto:hr@propellertrust.org), if you have questions regarding the calculation of your leave entitlement or holiday pay.

## Annual Leave Entitlement

The Trust’s Holiday Year runs from 1st April to 31<sup>st</sup> March.

Your annual leave entitlement is specified in your individual contract of employment.

Where your annual leave entitlement increases with length of service, such entitlement is calculated from the beginning of the Holiday Year following the anniversary of the completion of service.

Full time employee’s annual leave entitlement includes the eight currently recognised Bank/Public Holidays in England and Wales. These are:

New Year’s Day	Spring Bank Holiday
Good Friday	Late Summer Bank Holiday
Easter Monday	Christmas Day
May Day	Boxing Day

Part-time employees are entitled to a pro rata entitlement of the full-time holiday entitlement unless set out otherwise in your contract of employment. Where you work part time all year round and the school/Trust office closes on a bank/public holiday which is a day you would otherwise work but you have exhausted your pro rata bank/public holiday entitlement, you will be required to use a day’s annual leave for that bank/public holiday in order to receive pay. Otherwise, you will not be entitled to be paid for that day.

During your first year of employment, you accrue annual leave at the rate of one twelfth of your annual leave entitlement each month from the first day of your employment with the Trust.

Holiday is generally paid at basic rate of pay but may be paid on the following:

1. Payments, including commission payments, intrinsically linked to the performance of tasks which you are obliged under your contract to carry out;
2. Payments for professional or personal status relating to length of service, seniority or professional qualifications;

3. Payments, such as overtime payments, which have been regularly paid to you in the 52 weeks preceding the calculation date.

Overtime will not normally be included in the calculation of holiday pay **unless** it is overtime that the Trust is:

- contractually obliged to offer and you are contractually obliged to accept or guarantee; or
- not contractually obliged to offer, but which you regularly work to the extent it has become classed as regular and settled and forms part of your “normal remuneration”.

You are generally not permitted to carry over accrued annual leave from one Holiday Year to the next, save where the law permits (e.g. long-term sick leave/family friendly leave) or in exceptional circumstances at our absolute discretion.

### **1. Term Time only Support Staff**

If you are employed to work on a term-time only basis, you will not be permitted to take annual leave at any point during the academic terms. Instead, you are deemed to take your annual leave during the first school closure periods, on any bank and public holidays and such other days the Trust designates as holiday on which you are not required to work which fall within the relevant holiday year, until your holiday entitlement is exhausted.

Any days on which you are not required to work for the above reasons but for which you will not be entitled to be paid (because all your paid leave has been deemed to have been taken) will be treated as unpaid leave. You will have received payment in respect of your pro-rated entitlement to annual leave as part of your salary.

### **2. Teaching Staff**

If you are employed as a member of teaching staff, you will not be permitted to take annual leave at any point during the academic terms. You will be deemed to take your annual leave during the first school closure periods, on any bank and public holidays and such other days the Trust designates as holiday on which you are not required to work which fall within the relevant holiday year, until your holiday entitlement is exhausted.

You will receive your usual salary during all school closure periods.

### **3. All Year-Round Staff**

If you are employed by the Trust on an “all year round” contract, all periods of annual leave must be authorised in advance by the CEO, COO or Headteacher. You must not make firm annual leave arrangements before receiving confirmation that the request has been authorised.

Completed holiday request forms must be submitted to your Line Manager or the Headteacher as early as possible giving a minimum notice of 2 weeks in respect of proposed annual leave of less than 1 week and 4 weeks in respect of proposed annual leave of 1 week or more.

You are not normally permitted to take more than 2 working weeks of consecutive dates annual holiday at any one time.

You will also be required to reserve a number of days of your annual leave entitlement to cover the shutdown period at Christmas. The exact number of days and timing of the shutdown will be confirmed to you annually.

If you take unauthorised annual leave, you may be subject to disciplinary action in accordance with our Disciplinary Policy and Procedure.

Requests for annual leave will normally be granted on a “first come first served” basis. Owing to the needs of the school or Trust and its students, we reserve the right to limit the number of employees who may be permitted to take holiday at any one time. The granting of all holiday requests will be subject to adequate cover available and our overall operational needs during the proposed period of absence.

You will receive your usual salary during all school closure periods.

### **Staff on Long-Term Sickness Absence**

If you are on long-term sick leave, you may request to take any outstanding annual leave at that time by following the usual holiday request provisions outlined above. You are encouraged to do this within the leave year in which that holiday accrued.

If you are unable to take annual leave during the leave year it accrued due to long term sickness absence, some of that leave may be able to be carried forward into the following leave year but must be used up within 18 months at the latest. Please contact the COO or a Trust HR/Finance Manager for further information.

### **Staff that are ill during a period of Annual Leave**

If you are ill during a period of authorised annual leave you may elect to take that holiday at a later agreed time, within the holiday year in which that leave accrued (unless exceptional circumstances apply), provided you have followed our sickness absence notification and certification procedure on each of the days you were incapacitated by reason of illness or injury.

Requests should be made in writing to your Line Manager or the Headteacher and should set out:

- the number of days during which you were incapacitated by reason of injury or illness during the period of leave in question;

- how and to whom the sickness absence was notified and on what dates enclosing copy medical certificates where relevant; and
- the alternative dates that you would like to request to take in lieu.

Your Line Manager or the Headteacher will consider your request and confirm where necessary sickness absence notification and certification procedures were complied with. We will then write to you confirming whether your request can be considered. Where a valid request is made, you will be invited to submit a Holiday Request Form in the normal way for the substitute days requested.

### **Annual Leave on Termination of Employment**

On termination of employment, you will be entitled to be paid for annual leave accrued but not taken as at the date of termination of employment.

If on termination of employment you have taken more annual leave than you have accrued in that Holiday Year, an appropriate deduction will be made from your final pay.

We may require you to take all or part of any outstanding holiday entitlement during a period of notice to terminate the employment or during a period of Garden Leave.