



ANNUAL LEAVE POLICY

Endeavour Multi Academy Trust

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Scope of Policy

This policy has been developed in line with the appropriate national conditions of service for employees of the Trust i.e. NJC for Local Government Services (Green Book), School Teachers' Pay and Conditions of Service, and Conditions of Service for School Teachers in England and Wales (Burgundy Book).

Any reference to "the Trust" refers to The Endeavour Multi Academy Trust.

Policy Statement

Employees are entitled to paid annual leave depending upon their length of continuous local government service and level of grade. A leave year runs from 1st April to 31st of March.

This policy document is applicable to all employees except those employed on school teachers' terms and conditions.

Arrangements for Teachers preclude the necessity for annual leave entitlements. Provisions regarding the working time of various categories of teaching staff are contained in their relevant conditions of employment set out in the School Teachers Pay and Conditions Document. This is a statutory document; it also reflects the provisions of the 2003 National Workload Agreement between the Government, employers and school workforce unions, including requirement for account to be taken of the need for Teachers to have reasonable work/life balance. (See page 6 for provisions relating to term-time only employees.)

Trade Union

There are many trade unions working within the Trust who can assist with this process. It is recommended that a trade union representative be contacted at the earliest stage so that appropriate advice, guidance and support can be offered to the employee.

Levels of Authority

Throughout this policy document, there are many references to 'manager'. For the purposes of this policy 'manager' is the person delegated by the Local Governing Board to perform the task. The manager could vary according to staffing structures but is likely to be the employees line manager.

Provisions Your Entitlement

Your paid annual leave entitlement is worked out in accordance with the table below:

SALARY	0-4 Yrs	5-14 YRS	15-24 YRS	25 YRS PLUS
Up to SCP 22	25	30	31	32
Point 23 - 34	27	31	32	33
Point 35 & over	28	32	33	34

In addition, staff are entitled to paid leave for statutory public holiday entitlements plus two discretionary days offered by the Trust.

If you are a term-time or **part-time** worker you are entitled to annual leave and public holidays proportional to a whole year employee's entitlement.

If your school closes during the Christmas period you will be expected to book three days annual leave from your entitlement above to cover this period.

There is also an expectation that you will use annual leave to cover for emergency needs or for balancing your work responsibilities with your home responsibilities. However, other types of paid and unpaid leave are available under particular circumstances and you should discuss the use of any of these options with your manager. Please refer to the Trust's Time Off policy for further guidance and gain authorisation from your manager for any required leave. You should maintain contact with your line manager whilst off work for any leave granted under the Time off Policy.

Casual contracts

Casual workers are entitled to paid annual leave. This will be calculated based on an average weekly pay over a rolling **2 year** pay period, using the annual leave entitlement for an equivalent member of staff on a permanent contract.

New Starters

If you are starting work part way through a leave year (which runs from 1st April to 31st March) you will be entitled to a proportion of the holiday entitlement listed in the above table, depending on the date that you start working for the Trust. This is worked out on the basis of 1/12th of the entitlement for every complete calendar month that you have or will work during the leave year. You will be entitled to Bank Holidays as they fall.

Part Time Employees

If you work less than 37 hours per week but work the same number of hours every week you are entitled to a proportion of the holiday entitlement listed in the above table(s) depending on how many hours you work per week. The entitlement in the table is based on someone working for 37 hours per week. If you work half of that, 18.5 hours per week, you are entitled to half the amount of holiday. If you work, for example 22 hours per week you are entitled to $22/37$ ths of the holiday entitlement applicable to someone with your grade and length of service.

Employees Who Do Not Work Fixed Hours Every Week

Lots of people do not work the same fixed hours every week. If your job is like this you are still entitled to paid holiday entitlement and this will be worked out based on your salary grade and length of service, just like everyone else.

Your annual leave entitlement will usually be calculated based on the average number of hours that you work over a period of time and is accrued on a month-by-month basis. Your contract of employment should specify how your annual leave is going to be treated.

Bank Holidays

If you work part time you are entitled to a proportion of the bank holidays each year. Your entitlement to bank holidays is worked out in proportion to the number of hours you usually work, similar to the way your main holiday entitlement is worked out.

If most of the bank holidays fall within your working week but you don't have enough bank holiday entitlement to accommodate this, you will either have to book those additional days off as annual leave or work additional hours on another day to make up for having the time off. If very few bank holidays fall within your normal working week so that you have more bank holiday entitlement than you need you can simply take this time off as if it were part of your normal holiday entitlement.

If You Leave

If you leave your job part way through a leave year you will only be entitled to annual leave in proportion to the amount of time in the leave year that you have worked for the Trust.

For example, if you were to leave exactly halfway through the leave year you would be entitled to half your full year entitlement. If, having taken account of the amount of leave you have actually taken, you are still owed some annual leave you can be paid for this in your final salary payment or take the leave providing it is operationally viable for the trust. Approval by your line manager must be granted before any leave is taken.

As soon as you are aware that you are going to leave your job, check how much leave you are entitled to so that you do not take too much. Any overtaken holiday will be deducted from your final salary payment.

End of Leave Year

You should make every effort to take all of your annual leave in the leave year that it is granted in. If, at the end of the leave year, you still have annual leave that you have not taken your manager will only grant permission for you to carry forward your leave if there is some operational reason why you could not take your leave before the end of the current leave year.

If you think that it is likely that you will not be able to take all of your leave you should alert your manager as soon as possible. If you have not been able to take your annual leave because of excessive workload or other operational reasons, you can only carry forward a maximum of 5 days into the next leave year and you must have your manager's permission to do this. Any leave carried forward must be taken within the first six week's of the new annual leave year. Leave carried forward and not taken within the first 6 weeks of the new leave year will be lost.

If an employee is unable to use all their annual leave entitlement due to long term sickness, they may carry over up to 4 weeks of statutory annual leave and this must be used within the following 18 months from the date of carryover.

Sickness and Annual Leave

Employees are allowed to request annual leave whilst off work on long term sick. For example, if they:

- If they are not fit to be at work due to a mental health condition that might be helped by a holiday
- are off sick long term and a holiday might help with their recovery

It's up to an employee to request holiday while off sick. They must follow the normal process for requesting annual leave. If the request is approved by the Trust, the employees sick pay will be paused whilst on annual leave. If the employee is unable to return to work at the end of the annual leave period, sick pay will be resumed in line with the employee's sick pay entitlements.

Term-Time Only Employees - Annual Leave Entitlement

Term - time employees are not required to be on duty for most of school closure periods and their patterns of attendance vary according to their individual contracts of employment as agreed. The formula used for the payment of term -time employees incorporates an allowance for leave.

The formula:

- begins with the number of weeks actually worked by the individual employee
- builds in a pro rata allowance for annual leave and public holidays
- creates a level of pay weeks, which increases with length of continuous service
- spreads salary payments over equal monthly instalments

The salaries of term - time employees working 37 hours per week are calculated as follows:

spinal column point salary x pay weeks

52.14

Part - time, term - time only employees have their salaries calculated as:

spinal column point salary x weekly hours x pay weeks

37 52.14

Term-Time Only Employees – Utilisation of Annual Leave Entitlement Term - time only employees are not required to book annual leave. Instead, their annual leave entitlement is pro-rated across all periods of school holidays.

For example, where it has been determined that a term-time employee has an annual leave entitlement of 30 days, and there are 66 days of school holidays across a year, then it is assumed that their annual leave entitlement will be utilised as follows:

$30/66 = 0.45$ days of annual leave for every day of school holiday

This becomes particularly relevant where a term-time employee starts or leaves during the annual leave year and their annual leave entitlement is pro-rated to reflect actual service during a year.

How to Apply for Annual Leave

If you have an annual leave entitlement, you should complete an annual leave card requesting annual leave identifying both the start date and end date and the number of days leave you are applying for. This form then needs to be signed by your manager

Right of Appeal

The granting of leave is subject to operational needs and there may be occasions where leave cannot be granted. However, entitlement to leave will be granted on most occasions when unexpected or unforeseen circumstances occur. Clearly, you must tell your manager as soon as practicable what reasons you have for being absent from work and how long you expect to be away.

Disagreements in relation to the use of Annual Leave are dealt with by use of the Trust's Grievance procedure.

Standard Documents

Application for Leave of Absence

Application (Casual employees only) for Holiday Pay