



## **Holidays Policy for all year round staff**



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**1. HOLIDAY ENTITLEMENTS** (in addition to 8 statutory bank holidays plus 4 additional concessionary days to be used over Christmas period):

Scales 1 – 4		22 days (as of 2020 changes)
Scale	5	22 days
Scale	6 & Above	25 days

**2. Long Service** - 5 extra days' holiday is given for long continuous service of more than 5 years' Local Government service.

**3. The Annual Leave Year** – in all cases the leave year is from 1<sup>st</sup> April to 31<sup>st</sup> March. In order for the school to meet its statutory obligations, you should make every effort to take your full entitlement to annual leave in the current leave year to ensure that you have adequate rest breaks away from the workplace.

**4. Requesting Annual Leave** – holiday requests for all 52 week contracted (all year round) staff must be sent to the School Business Manager during the TERM BEFORE holiday dates required by inputting them into the EVERY HR System and these must be emailed in the first instance to your line manager to approve your holiday requests. It must then be approved by the School Business Manager (SBM) and details logged.

Staff will usually only be granted leave during school holidays. If time off is required for any reason during term time, this must be approved by the Head Teacher. Premises staff are an exception to this rule as they are usually required to work during school holidays for maintenance work.

**5. Extended leave** – if you wish to take extended leave for a specific purpose (e.g. to visit relatives abroad), your line manager must be satisfied that there will be no detriment to the service and adequate arrangements can be made to cover your absence without additional costs or significant disruption to the service. The SBM must approve any requests.

Following any period of leave, should you fail to return to duty as expected without just cause (sufficient evidence will be required) this may result in disciplinary action.

**6. Carrying Forward Leave** – where it is not possible to take the full annual leave entitlement in the current leave year, up to five days leave may be carried over into the following leave year in accordance with the following:

- The carry-over of up to five days annual leave must be approved by the SBM and must be used during the Easter holidays
- If you have not been able to take leave due to the needs of the service or in exceptional circumstances, carry-over of more than five days annual leave may be permitted. Prior approval must be obtained from the SBM.
- In all instances, carried over leave must be used by the end of the Easter holidays otherwise the leave **will be forfeited**.

**7. Sickness during annual leave** – if you fall ill during a period of annual leave, you may be regarded as being on sick leave provided that a valid medical certificate is obtained and the annual leave may be suspended in line with the dates specified on the medical certificate.

If you are unable to take annual leave due to sickness, no carry over is to be allowed additional to the entitlement under paragraph 6 above (unless there are exceptional circumstances).

**8. Maternity Leave** – annual leave continues to accrue throughout the maternity leave period and is likely to cross over into two leave years. In the first year, the annual leave entitlement up to the end of March must be taken prior to going on maternity leave or during the unpaid part of maternity leave. In the second year, the leave entitlement can be taken at the end of the maternity leave period but prior to a physical return to work. Annual Leave arrangements will be in line with paragraph 4 above.

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**9. New Joiners** – if you have newly joined the Local Government service you are entitled to annual leave proportionate to the number of complete months of service during the leave year of entry. If you have transferred from a school within the London Borough of Tower Hamlets (LBTH) or from another Local Authority, you bring with you your leave entitlement.

**10. Leavers** – if you leave the service and transfer to another Local Authority you take your leave entitlement with you. If you leave the Local Government service you are allowed 1/12<sup>th</sup> of your leave entitlement for each completed month of service in the current leave year.

**11. Special Events** – if all year round staff wish to attend a personal special event such as a child's or spouse's graduation, they must submit a written request and this will be taken from their annual leave entitlement if approved. Alternatively, unpaid leave may be permitted.

**12. School Closure Periods** – staff are not expected to work over the Christmas period therefore, all year round staff are reminded that they need to keep some of their annual leave entitlement aside to cover the school's Christmas closure period. Four extra concessionary days are provided by LBTH to be used between Christmas and New Year and is in addition to the set annual leave entitlement listed at paragraph 1 above.

If EID falls on a working day and the decision is taken to close the school to pupils, then all year round staff will have a choice of taking a day's leave from their holiday entitlement or working as normal that day.

**13. Statutory Bank Holidays** – full-time all year round staff will not normally be expected to work on a bank holiday (unless agreed otherwise) and will receive their normal daily pay for 8 bank holidays throughout the leave year.

Part-time all year round staff will have their full annual leave entitlement, including 8 bank holidays, calculated on a pro-rata basis based on their contractual working hours. This means, if a bank holiday should happen to fall on a normal working day, the bank holiday will be deducted from the overall annual leave entitlement.

**For example** - a staff member on Scale 4 with 7 years' continuous service works Mon, Tues, Weds each week for a total of 21 hours. The annual holiday entitlement would be calculated as follows:

Annual leave (FTE):

22 days (for scale 4 staff) in addition to 4 concessionary days plus 5 days for continuous service  
= 31 days (217 hours)

Part-time Percentage:

Contractual weekly hours (21 hours) ÷ full-time weekly hours (35 hours) x 100  
= 60% Full Time Equivalent (FTE)

Pro-rata annual leave:

FTE annual leave (31 days) x part-time percentage (60%)  
= 18.5 days (129.5 hours)

Part-time staff are also entitled to statutory bank holidays on a pro-rata basis, which would be calculated as follows:

Bank Holiday Entitlement:

8 bank holidays (FTE, 56 hours) x part-time percentage (60%)  
= 4 days 5 hours 36 minutes

Therefore, based on the contractual hours worked each week and the length of service, the part-time staff member is entitled to a total of 23.5 days each year, including the LBTH concessionary days and statutory bank holidays. Easter Monday, May Day, Whitsun Monday, Summer Bank holiday in August will be deducted from the overall leave entitlement, as will Christmas Day, Boxing Day, New Years' Day should they fall on a Monday, Tuesday or Wednesday.

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**14. Clocking in and out** – to ensure accurate pay, staff must tap in and out **at all times**. This is especially important during school holidays because if you do not tap in and out you may not get paid or your pay may be inaccurate. Any overpayment will be recovered.