



## Annual Leave Policy

### Holidays

- Holidays must be taken at a time convenient to the Company and only two employees at his / her place of work may be on Holiday at any one time
- Holidays are given on a first come, first served basis. Because of this, requests for holidays which are deemed to be unfair and unreasonable to the rest of the team may be refused. For example a request for 5 Fridays in a row may be refused as this would block off 5 whole weeks for staff based at that Preschool
- All holidays booked must be agreed by Kate Watkins-Freeman in advance

### Procedure

- One months notice of your proposed holiday dates must be given by submitting them on your Atlas account.
- Kate Watkins-Freeman will consider your request and approve or deny it via Atlas within 48 hours. We will make every effort to ensure that holiday requests are granted wherever possible; however there may be occasions when a request will have to be refused. The decision on holiday requests is final and not negotiable.
- Holidays are only permitted once they have been approved and only for the authorised dates
- Any un-taken holiday may not be carried forward to the next year and payment will be made in lieu of any un-taken holiday.
- No holiday should be booked before prior consent has been given.
- No holiday entitlement may be taken during the first 3 months of the 6-month probation period unless discussed and agreed by the Preschool Manager.
- No unpaid leave will be authorised unless special circumstance agreed first by Kate Watkins-Freeman.
- The Preschool is closed during the Christmas to New Year period and staff are obliged to take this period as holiday which will be automatically deducted from their annual entitlement

On termination of employment holiday entitlement will be calculated to the nearest full month worked. Holiday pay is made at your basic rate, and if you leave having taken in excess of your accrued holiday entitlement, the company reserves the right to deduct the appropriate amount from your salary.

### Other Absence

#### Appointments

You are normally expected to ensure that appointments to visit the doctor, dentist etc. are made in your own time and outside normal working hours unless prior arrangements have been made with Kate Watkins-Freeman. In the event that this is not reasonably practicable, time off work will be permitted to attend such appointments providing that the appointment is substantiated with

an appointment card (if requested) and the timing of the appointment causes as little disruption as possible, i.e. at the beginning or end of the working day. You will be paid for the time lost at the discretion of the Company.

### **Bereavement Leave**

For information on Bereavement leave please see our Bereavement Policy.

### **Statutory Time Off**

#### **Parental Leave**

Parental leave is the right for any employee (with at least one year's service) to take up to 18 weeks' unpaid leave in respect of each child (assuming that the purpose of the leave is to care for the child). Usually this leave can only be taken in blocks of a week and usually no more than four should be taken at any one time (and no more than four weeks can be taken in any one year).

Employees do have to give at least 21 days' notice of their intention to take parental leave.

You may be entitled to (unpaid) parental leave as follows:

(a) before the child's fifth birthday; or

(b) in the case of an adopted child, before the fifth anniversary of the date of placement or, if sooner, the child's 18th birthday.

(c) in the case of a child entitled to a disability living allowance, before the child's 18th birthday;

If you are the parent of a child entitled to a disability living allowance. Special rules apply in each of the above cases. Please consult the Company Manager if you consider you meet any of the above criteria.

#### **Paternity Leave/Pay**

You will be entitled to choose to take either 1 week or 2 consecutive weeks' paternity leave (not odd days) if you:

(a) Have been continuously employed for at least 26 weeks prior to the 15th week before the expected week of childbirth ('EWC') or by the week in which an Approved Adoption Agency matches you with a child.

(b) Continue to work for the Company from the 15th week before the EWC up to the date of the baby's birth.

(c) You must have given notice of your intention to take the leave in or before the 15th week before EWC, specifying the EWC, length of period you have chosen to take and the date you have chosen the leave to begin which must be a date on or after the date your baby is born. Your leave must be completed within fifty six days of the actual date of birth of your baby, unless they are born earlier than expected, in which case you must take your leave between the birth and fifty six days from the first day of the expected week of birth. You will be paid statutory paternity pay (SPP) for this leave at the standard rate or 90% of your average weekly earnings if this is less, provided that you have provided the Company with a completed self-certification form as evidence of your entitlement to SPP and have notified the Company at least 28 days before the commencement of your paternity leave. A model self-certification form called "SC3 Becoming a Parent" is produced by H M Revenue and Customs and may be obtained on their website.

(d) Have or expect to have responsibility for the child's upbringing and are either the biological father of the baby or are the mother's husband or partner (which includes same-sex partners).

In respect of paternity leave where the child has been adopted, you must provide notification in writing of your intention to take leave in respect of a child no more than seven days after the date

on which you are notified of having been matched with a child or if that is not reasonably practicable, as soon as is reasonably practicable. Certain information must be given. Please contact the Company for further information.

### **Adoption Leave Pay**

If you are adopting a child and you meet certain qualifying conditions you have the right to take 26 weeks Ordinary Adoption Leave and the right to an additional 26 weeks of absence. Statutory adoption pay is payable for up to 26 weeks at the standard rate set by the Government or 90% of your average weekly earnings if this is less.

### **Jury Service**

You are entitled to time off work to fulfil your obligations with regards to jury service. If you are summoned to attend for jury service you must notify the Company immediately on receipt of the jury summons, giving details of the dates you are required to attend court and providing a copy of the summons. If you are retained on jury service for a prolonged period you have an obligation to notify the Company and you must keep in regular contact throughout. Following your release from jury duties you must return to normal working immediately. If on any day during the period of jury service you are released early, you must make every effort to attend work on that day. If in doubt, please contact the Company for guidance. You are reminded that an expenses claim should be submitted to the court in accordance with the available allowances for travelling, subsistence, and your financial loss. You are not entitled to payment from the Company for this time off as you can claim allowances from the court.

This policy was adopted on: 23.08.19

This policy was amended on: 09.01.2020

Signed on behalf of the preschool: K.Watkins-Freeman

Date for review: 09.01.2021

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