

HOLIDAYS PROCEDURE

1. POLICY

All full time workers are entitled to 30 days paid annual leave and the current public holidays. Part-time workers have the same entitlement pro-rata to the hours they work. All workers should endeavour to take their annual leave entitlement to ensure that they have a break from work and a rest in order to come back to work refreshed and able to carry out their job effectively. The EU Working Time Directive states that every worker is entitled to paid annual leave of at least four weeks and this minimum period may not be replaced by an allowance in lieu except where the employment relationship is terminated.

2. PROCEDURE

- a) The holiday year runs from 1st April until 31st March and leave must be taken in the current year.
- b) For full-time workers, calculations of entitlement will be made in days or half days (and rounded to the nearest half day). For part-time workers, calculations will be made in hours (and rounded to the nearest hour). If a part-time worker has a normal working day, the hours can then be converted into days.
- c) Workers who start employment part way through the holiday year will be entitled to annual leave on a pro rata basis calculated as follows:

$$\frac{\text{number of remaining weeks}}{52} \times 30 \text{ days}$$

- d) Part-time workers are entitled to annual leave pro rata to their contractual hours of work i.e.

$$\frac{\text{contractual hours of work per week}}{35} \times 30 \text{ days of 7 hours}$$

Part-time workers who work days of less than 7 hours should convert the total entitlement into hours. They can then divide their entitlement by their actual working day to obtain their holiday entitlement in days.

Example: A worker who works 3 x 6 hour days a week is entitled to 18 x 6 hour days holidays.

- e) Workers who leave during the holiday year will be paid in lieu of holiday entitlement not taken or, if they have taken more than their entitlement, will be required to repay

any holiday pay received in excess of their entitlement. This amount may be deducted from their final salary payment. Holiday entitlement for the year in which a worker leaves will be calculated pro rata as follows:

$$\frac{\text{number of weeks worked since 1st April}}{52} \times 30 \text{ days}$$

- f) Holiday should be taken in the year of entitlement. A maximum of 5 days may be carried over into the following holiday year only with the express permission of the WEC. These days must be taken by 30th June. Any other holiday not taken will be lost.
- g) Entitlement to holiday pay continues to accrue while a worker is off sick and entitled to sick pay. Once a worker has exhausted their entitlement to sick pay, they will cease to accrue annual leave. Accrual will recommence from the date when the worker returns to work.
- h) No entitlement to holiday will accrue while a worker is absent for a period that is unpaid, (with the exception of the basic maternity leave of 14 weeks).
- i) Full time workers are entitled to paid time off on public holidays (currently 8 per annum). Part-time workers are entitled to public holidays on a pro rata basis:

$$\frac{\text{contractual hours of work per week}}{35} \times 8 \text{ days of 7 hours}$$

Example: A part-timer who normally works 21 hours per week would be entitled to $\frac{21}{35} \times 56$ hours public holidays = 34 hours public holidays.

If 6 public holidays (42 hours) fall on days they normally work, they must work an additional 8 hours to compensate for the extra public holidays taken or take the extra time off as annual leave.

- j) When taking leave, workers are required to take staffing and working requirements into consideration. Annual leave must be agreed within the Section.
- k) Workers are responsible for recording their holidays accurately in the Reception diary and on their timesheets. (When we have a holiday chart in the meeting room, they will also be required to record their holidays on it as soon as they are booked.)
- l) Unpaid leave of more than one week must be approved by the Workers Meeting, which should also be given notice equal to twice the length of time to be taken.
- m) The Workers Meeting must approve a period of block leave of more than one month.