Annual Leave Policy and Procedure

Version	2.0
Review Date	August 2026

Annual Leave Entitlement

The holiday year runs from 1 April to 31 March. Full-time employees are entitled to 5.6 weeks annual leave per year, inclusive of any bank/public holidays that they may be permitted to take, calculated at the rate of 1/52nd of the annual entitlement for each complete week of service remaining in the current holiday year.

On completion of five year's service annual leave entitlement will increase by one week from the following holiday year, giving a total of 6.6 weeks.

During the first year of service, however, entitlement to take holidays will accrue on the first day of each month of that year at the rate of 1/12th of the annual entitlement. Where the current accrual includes a fraction of a day other than a half-day, the fraction will be treated as a half-day if it is less than a half-day and as a whole if it is more than a half-day.

There is no day additional entitlement to bank/public holidays.

You may be required to work on any bank/public holiday that falls on your rostered working days.

The bank/public holidays are: New Year's Day, Good Friday, Easter Monday, the first Monday in May, the last Monday in May, the last Monday in August, Christmas Day and Boxing Day, or such other days as may be substituted.
Part-time employees are entitled to pro-rata holidays.

Variable Hour and Zero Hour Contracted Staff

For Support Workers employed as a part-year and irregular hours employee, the entitlement to holidays in the holiday year will accrue in each pay period at the rate of 12.07% of the hours worked in that pay period. Where the accrual in a pay period includes a fraction of an hour, the fraction will be treated as zero if it is less than 30 minutes and as one hour if it is 30 minutes or more.

Accrued holiday will be shown each month on the employee's Sage Account.

During your first year of service only, you are only entitled to take holidays once these have accrued.

Updated August 2025
By Joanne Barnes

Carrying Annual Leave Over to the Following Year.

All employees MUST take their full annual leave entitlement during the holiday year. Annual leave may not be carried forward into the next holiday year, nor will you receive payment for days not taken.

Request for Annual Leave

- In order to submit a request for annual leave, office-based staff must submit a request via the Atlas platform provided by Citation for approval by the CEO. Group Supervisors and Support Workers must submit a request using the relevant form and submit it to their Area Manager for approval.

- The amount of notice required is four weeks except for single days, when one week's notice is normally required.

- If Area Managers have groups running during the time they are requesting annual leave, they must arrange cover for their group(s) prior to submitting a request for annual leave.

- If Support Workers have been rostered to work and are requesting annual leave, they should find someone to cover their session prior to submitting a request form.

- All requests, providing they have been received in time, will be processed in date and time order.

No more than two employees will normally be allowed to take holidays at any one time.

Length and Timing of Annual Leave

Play Inclusion Project will not normally agree to a request for annual leave that involves more than two consecutive weeks. The Charity also asks that Area Managers consider taking annual leave during term time whenever possible.

Refusal of Annual Leave

In the event that Play Inclusion Project has to refuse an annual leave request because of business needs, the charity is not responsible for any financial commitment made by employees prior to authorisation. Employees are therefore advised not to book holidays with tour operators, travel agents, hotels or passenger carriers, etc. until their annual leave request has been authorised.

Adjustment to Annual Leave

At the commencement of your employment, you will be entitled to annual leave in proportion to the holiday year remaining on the date when your employment began.

Updated August 2025
By Joanne Barnes

On leaving you will be entitled to annual leave in proportion to the holiday year worked on the date when your employment ended. If you have been paid for more holidays than your entitlement then the balance will be deducted from your final payment. If you have been paid for fewer holidays than your entitlement then the balance will be paid to you with your final payment

Updated August 2025
By Joanne Barnes