



**ELHAP – A SPECIAL NEEDS ADVENTURE PLAYGROUND**  
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## **ANNUAL LEAVE POLICY**

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It is ELHAP's policy that members of staff should be given paid holiday every year. Its purpose is to provide an extended period of leisure time during which members of staff can have a break from work, relax, and therefore, return to their jobs refreshed.

Members of staff should have the opportunity to take the holiday to which they are entitled; managers should endeavour to ensure that the workload does not prevent this and also that the operational needs of ELHAP are taken into account.

### Purpose

The purpose of this policy is to ensure annual leave is managed fairly and consistently across ELHAP and to inform all members of staff of the procedure when applying for leave.

These procedures apply to full time and part time staff on permanent and fixed term appointments. Specific entitlements are set out in employment contracts and the leave management guidelines. Sessional staff receive a proportionate holiday payment in the hourly rate of pay. The taking of leave may be specified in the contract of employment.

### Carry forward Annual Leave

ELHAP's leave year runs from 1<sup>st</sup> April to 31<sup>st</sup> March of each year. All annual leave for the year must be taken within this period. No payment in lieu will be made for any annual leave not taken. The exception to this rule, is long term sickness, where it may not be feasible as a result of both the amount of leave owing or the operational needs of ELHAP to allow the individual to take leave owed, in which case payment at base rate will be made for the accumulated leave due.

Members of staff must not carry forward any unused annual leave to the next year unless they have obtained their line manager's prior approval, in which case such annual leave must be taken no later than the end of the following June after the end of the annual leave year to which the unused holiday relates. A maximum of 5 days annual leave can be carried forward to the next leave year.

### Entitlement

A member of staff's entitlement is dependent their contract of employment. Please refer to the contract of employment. A full-time permanent member of staff's entitlement is as follows:

**20** days annual leave entitlement per year.

**3** days additional annual leave within the ELHAP closure through the Christmas/New Year period per year.

**8** public holiday days per year\*.

\*as set out in the ELHAP yearly calendar.

### New Members of Staff

A new member of staff who can prove they made a definite holiday commitment before joining ELHAP, in excess of leave entitlement to be earned during that leave year may take the balance as unpaid leave.

Where members of staff join ELHAP part way through the annual leave year, their entitlement to annual leave will be proportionate to the amount of time left in the annual leave year. With fractions of days rounded up to whole days.

During the first year of employment with ELHAP, the amount of annual leave that the member of staff may actually take at any time is limited to the amount accrued at that time. The amount accrues, monthly in advance, at the rate of one twelfth of the annual leave entitlement per month (rounded up to the nearest half day).

Notwithstanding the usual rules on accrual for new members of staff, every effort will be made to meet their needs in respect of commitments to holidays already arranged. New members of staff must inform ELHAP prior to the commencement of employment where possible or at least within 4 weeks of joining ELHAP of pre-arranged holiday commitments.

### Annual Leave Guidelines

The following guidelines apply to all annual leave:

- a) Annual leave must be taken at the less busy times of the year, preferably during non-playscheme periods but subject to the operational needs of ELHAP.
- b) Where there are conflicting annual leave requirements, priority will be given to the member of staff whose request was received first.
- c) Any member of staff who takes annual leave, which has not been previously approved, may be subject to disciplinary action, which includes dismissal.

### Sickness during Annual Leave

Members of staff who are ill during a period of annual leave may be entitled to treat the days of sickness as days of sickness absence and count them against sick pay entitlement. Members of staff must provide a doctor's medical certificate regardless of

the length of the sickness. Days of annual leave lost through sickness may be taken again at a later date at the convenience of ELHAP at a mutually agreed time.

#### Late Return from Annual Leave

If for any reason, the member of staff know that they will be late returning from annual leave they must contact ELHAP and notify their late return as soon as possible. Failure to do will render the member of staff liable to disciplinary action for unauthorised absence. Such disciplinary action may include dismissal.

#### Termination of Contract of Employment

Members of staff who are working out their notice period will only be guaranteed annual leave during that time if either:

- The annual leave was booked prior to the start of the notice period; or
- The notice period straddles two annual leave calendar years and the member of staff would not have taken his or her minimum statutory entitlement in the first holiday year if he or she did not take some annual leave in the notice period. In so far as the situation applies the member of staff will only be guaranteed sufficient annual leave to enable ELHAP to comply with its obligations under the regulations.

Annual leave requests submitted during the notice period will be approved where possible but it may not be practicable to approve such requests because of the need to complete outstanding work or hand over to a successor. ELHAP therefore reserves the right to refuse for leave made during the notice period. (subject to the requirement to comply with the Working Time Regulations 1998)

Outstanding annual leave which has been accrued but not taken will be paid with the final salary, and such a payment will be subject to deductions for tax and national insurance contributions.

Where annual leave taken exceeds the number of days, which have been accrued at the date of termination, elhap will deduct the appropriate sum from the member of staff's final salary. If a member of staff finishes employment at ELHAP before leave taken has been earned a corresponding deduction will be made from salary.

## **PROCEDURES**

### 1. Obtaining approval for annual leave:

1.1 The member of staff's line manager must approve all annual leave in advance. Members of staff wishing to take part of their annual leave entitlement should follow the procedure set out below:

- (a) All requests for annual leave should be made via the ELHAP annual leave form, at the earliest reasonable opportunity, but no later than one month before the period of leave to be taken, to the line manager (in exceptional circumstances less notice will be considered).

(b) The line manager will consider the application having regard to the needs of ELHAP and ELHAP's policy on annual leave as set out below. The ELHAP Human Resources Sub-Committee may be consulted before a final decision is made.

(c) Only on receipt of a signed leave form or leave card authorised by the line manager, should the member of staff commit him or herself to any leave plans, particularly where a deposit has to be paid.

(d) The ELHAP Human Resources Sub-Committee will retain one copy of the form to update their records or at the end of the leave month, will update the leave record.

(e) In the event of a member of staff disputing a manager's decision, ELHAP's formal grievance procedure should be used.

(f) If leave is refused the manager will notify the member of staff within a period equivalent to the period of leave requested.

1.2 Once approval for annual leave has been given it will not normally be withdrawn. Where possible, ELHAP will give members of staff notice of postponement of annual leave request (by giving at least half the notice which the member of staff originally gave) However, there may be occasions when the business needs of ELHAP prohibit the possibility of any notice being given and in those circumstances ELHAP reserves the right to withdraw such approval. Every effort will be made to minimize any inconvenience or hardship for the member of staff. ELHAP's right to withdraw its approval of annual leave is subject to the provisions of the Working Time Regulations 1998, which stipulate that members of staff must be allowed to take 4 weeks' annual leave. If it becomes apparent towards the end of the annual leave year that the member of staff has not been given the opportunity to take their minimum statutory annual leave entitlement, arrangements will be made to ensure that every member of staff will have been given the opportunity to take all his or her statutory annual leave entitlement.

**Implemented by the ELHAP Board of Trustees  
24<sup>th</sup> March 2006**