# Holiday policy

The Holiday Policy does not form part of your contract of employment and is not contractually binding. The contents may be subject to revision from time to time.

### Holiday entitlement

All full-time employees are entitled to 25 days’ holiday per complete holiday year plus bank and public holiday for which you will receive your normal basic salary. Your holiday will be outlined in your offer letter. If you work part-time or job share, your holiday entitlement and public holiday entitlement will be calculated on a pro-rata basis. In the first year of employment you will receive a pro-rated amount of annual leave according to your start date.

### Payment during holiday

Employees receive their normal rate of pay on any days which are taken as part of their annual holiday entitlement.

### Holiday year

The Church’s holiday year runs from 1 January to 31 December. Employees should take their full holiday entitlement during that 12-month period.

### Christmas/New Year

During the period of Christmas and New Year, the Church Office may be closed and staff may be awarded up to three working days as gifted annual leave extra to the standard entitlement. In any given year, staff will be given reasonable notice of the period in which the office is closed, and which days they will be required to work between Christmas and New Year.

### Carrying holiday forward

The Company encourages employees to use all of their leave entitlement each year so that they have the opportunity to rest. Employees should ensure they take at least four weeks annual leave in each leave year, or the pro-rata equivalent for those commencing their employment part-way through the leave year.

Ordinarily, untaken leave cannot be carried forward into the next leave year and will be lost.

However in certain circumstances, the employee may be able to carry forward a limited number of untaken leave days into the following leave year. They should seek approval to do so from the line manager, whose discretion it is whether or not to approve the request.

In all cases, the maximum number of days that can be requested to be carried forward shall equate to no more than one working week of leave, which is 5 days for full-time staff and the pro-rata equivalent for part-time staff.

Any carried-forward leave is to be taken at the latest by the end of March, at which point it will expire.

### Pay in lieu of holiday

The Company will not permit payment in lieu of annual leave unless very exceptional circumstances apply. The line manager has sole discretion to permit or decline this. In every case, payment in lieu of the statutory minimum entitlement will not be permitted.

### Booking of holiday

All holidays must be taken at a time to suit your department's and Church’s operational requirements and should be agreed in advance with a Manager. At least four weeks prior notice is required of your proposed commencement date for holidays over 4 days in duration, and at least 2 weeks prior notice of your proposed commencement date for holidays under 4 days in duration.

Employees should apply for holiday via [holiday system details].

The procedure for obtaining Line Manager Approval is as follows.

* You will be able to submit a leave request for your designated line manager to approve. You will be required to attend work until and unless the leave is formally authorised.
* The decision on whether to allow the requested holiday will be communicated to the employee by [holiday system details]. Where too many employees require the same holiday period, which if granted would impair the efficiency of the Church, holidays will be granted on the basis of first request, first granted.
* You should not make firm annual holiday arrangements prior to receiving written confirmation from management that your request has been authorised. The Church accepts no responsibility for the loss of deposits or other monies if employees book holidays in this way.

For some staff positions, Line Manager Approval is not required.

All staff must be conscientious about posting all leave taken of whatever type on [holiday system details], regardless of whether they are required to obtain line manager approval.

A maximum of two weeks may be taken at any one time (including weekend and bank holidays) unless you are written prior approval from your Manager.

### Cancellation of holiday

In rare circumstances the Church might ask the employee to cancel previously agreed holiday due to business needs. The employee has the right to refuse such a request and will suffer no detriment as a result of any such refusal.

If the employee will incur any cost because of cancelling a holiday this should be discussed with the Church before making the cancellation. The Church might be prepared to meet the costs of any such cancellation.

### Holiday entitlement if an employee leaves during the holiday year

If an employee leaves the Church during a holiday year, the holiday entitlement that the employee would have been allowed up to the date of leaving will be calculated on a pro-rata basis.

If the employee has outstanding holiday entitlement, the corresponding amount of money will be paid to the employee in the final salary payment.

If the employee has taken more than the pro-rata holiday entitlement, this amount of money will be deducted from the employee in the final salary payment.

If the amount of holiday taken equates to more money than the final salary payment, the employee will not receive a final salary payment, but will not be required to pay back the additional amount to the Church. Holidays may not be taken during your period of notice without management approval.

### New starters

If an employee has a holiday booked before joining the Church, s/he should make the Church aware when accepting the offer of employment. This holiday will be allowed, but this might be without pay if the employee has not accrued sufficient holiday entitlement at this stage.

New starters will not usually be allowed to take any holiday during the first 3 months of their employment, unless the holiday was already booked, and it has been agreed that this can be taken.

When you join you will be entitled to holiday accrued on a pro rata basis, that is one twelfth (1/12) of your annual leave entitlement for each month of completed service (e.g. once you have worked six full months of the holiday year, you will be entitled to 6/12th of your annual leave entitlement). Before taking any holiday leave, a new starter will normally be expected to earn the requested number of days by working the relevant number of months

### Holidays during school holiday time

It is accepted that many employees have children at school, and hence want to take leave within the school holidays. Every attempt will be made to meet such requests, but the operational efficiency of the Church has to be the highest priority.

### Working on public holidays

If an employee is required to work on a public holiday s/he will be entitled to take a day’s holiday in lieu. This day must be agreed with the manager in the same way that all other holiday is agreed.

Part time employees will be entitled to pro rata bank holidays. Part timers are required to only take off the number of bank holiday days that they are entitled to on a pro rata basis. If the office is closed on a day when a part-time employee is required to work, they must make appropriate arrangements in advance with their line manager. These arrangements may include obtaining a key to open the office, completing designated tasks working from home, re-arranging the working day to a different weekday, or offsetting the working day against a leave day gained as Time Off In Lieu.

### Family-related leave

When an employee is on maternity, paternity or adoption leave, annual leave entitlement continues to accrue as normal. Annual leave will accrue at the statutory rate (5.6 weeks pro rata) when an employee is on family-related leave. Employees are not required to take annual leave during family-related leave. Managers and employees should discuss suitable arrangements for taking holidays before and/or after a period of family-related leave.

### Absences for other reasons

Requests for time off for reasons other than holiday and sickness will be considered by Managers in the light of the individual’s circumstances, legal requirements and operational needs. Unauthorised absences will be dealt with in accordance with the disciplinary procedure.

**Special leave**

You should contact your Manager to request any special leave.

This includes compassionate leave (e.g. on the death of a close relative) or domestic leave (e.g. for those with caring responsibilities). It also covers public duties such as jury service, standing for Parliament or sitting as a Justice of the Peace.

Compassionate leave is defined as; bereavement of a family member or dependant, attendance at the funeral of a non-dependant relative or close friend, domestic leave is defined as; a domestic crisis e.g. to deal with a burglary, or fire at home.

Up to 5 days’ compassionate leave may be taken for the death of a family member or dependant, 1-days compassionate leave to attend a funeral, 1-day domestic leave to sort out practicalities of a domestic crisis.

Compassionate leave maybe payable at Manager’s discretion.

Domestic leave would be unpaid.

In some instances, e.g. bereavement of a family member it may be appropriate to extend the leave with a period of sickness leave. In some cases, e.g. practical domestic crisis, employees will be required to use annual leave, or make up time, if extended leave is required.

This policy is non-contractual and is discretionary and may be withdrawn at any time.

Where abuse of this policy is suspected, investigations will be undertaken, and these may result in disciplinary action.

Your Manager should be informed as soon as possible if you need to take compassionate or domestic leave. Your Manager will then consider your request carefully and confirm whether authorisation has been granted. Directors would need to authorise extended periods of leave.

Records of the leave will be kept by your Manager who will also inform payroll. If you need any further support or advice, please contact your Manager.

Under the Parental Bereavement (Pay and Leave) Act, primary carers, not just parents, will be entitled to time off work following the death of a child. This includes adopters, foster parents and guardians, as well as more informal groups such close relatives or family friends who have taken responsibility for the child’s care in the absence of parents.

Parents or carers will be entitled to at least two weeks’ leave following the loss of a child under the age of 18 or a stillbirth after 24 weeks of pregnancy.

Employees with 26 weeks’ continuous service will receive paid leave at the statutory rate and other staff will be entitled to unpaid leave.

Leave can either be taken in one block or in two separate blocks of one week. It can be taken within a 56-week window from the child’s death, to allow time for moments such as anniversaries, and notice requirements will be flexible so leave can be taken without prior notice.

Parents will not need to provide the employer with a death certificate as evidence.

**Medical appointments**

All medical and dental appointments should be made outside of working days and or hours where possible. If this is not possible these should be arranged at the beginning or end of the working day to cause minimal disruption.

**Jury Service**

If you are called to attend a court of tribunal as a witness or a jury member you must notify your Line Manager immediately and forward a copy of the summons. You are not automatically exempt from jury service, however if it is considered that your absence would seriously affect the conduct of organisation, we will draw that to your attention. You must then apply to the appropriate court officer for excusal from or deferral of your obligation to attend jury service. You should inform your Line Manager of the court officer’s decision and forward a copy to your Manager for your personal file.

You will be granted up to two weeks’ paid leave, less Juror’s Loss of Earnings Allowance. Longer periods of paid leave may only be given at the discretion of the Admin group. You must claim the Juror’s Loss of Earnings Allowance at the court of attendance and give details to the Payroll department immediately on your return so that your salary can be adjusted.

**Other Public Duties**

Members of staff who hold public office (including, for example, as a JP or member of a local authority) may receive reasonable time off for the proper carrying out of their duties. Any leave taken will be unpaid and must be with the agreement of your Line Manager. Your Line Manager must take into account how much time off you need to perform the duties, how much time off you have already been permitted and the effect of your absence on the work of the organisation.