



<b>POLICY/PROCEDURE INFORMATION</b> (Policy no HR0001)	
<b>Subject</b>	<b>Annual Leave Policy and Procedure</b> <i>(This policy is non-contractual and is subject to periodic review and will be amended according to service development needs).</i>
<b>Applicable to</b>	All employees of Nottinghamshire Hospice
<b>Target Audience</b>	Others such as agents, consultants and other representatives of Nottinghamshire Hospice may be required to comply with the policy as a condition of appointment.
<b>Date issued</b>	Feb 2019
<b>Next review date</b>	Feb 2022
<b>Lead responsible for Policy</b>	Director of People Services
<b>Policy reviewed by</b>	Freeths Solicitors
<b>Notified to (when)</b>	Donna Roberts, Human Resources Manager Nov 2017
<b>Authorised by (when)</b>	Strategy and Corporate Governance Group (Feb 19)
<b>CQC Standard if applicable</b>	
<b>Links to other Hospice Policies</b>	Flexible Working Policy HR0030 Family Leave Policies and Procedures HR002 Other Leave Policy and Procedures HR0004 Time Off in Lieu and Flexi Time Policy HR00029
<b>Links to external policies</b>	
<b>Summary</b>	In order that Nottinghamshire Hospice can continually offer our patients a consistent level of service, we need to implement a number of policies relating to the booking and timing of holidays. Nottinghamshire Hospice wish to ensure that holiday entitlement is distributed fairly, paying particular regard to employee's personal circumstances. These policies also ensure that no unnecessary burden is placed on those employees that need to take on additional responsibilities during holiday cover.
<b>This policy replaces</b>	

**VERSION CONTROL**

<b>Status</b>	<b>Date</b>	<b>Reviewed date</b>
Original policy written by Angela Bloomfield, HR Manager	Aug 2013	April 2015
Policy reviewed by Mo Beeres, Chief Executive		
Policy ratified by Corporate Management Team		
Policy reviewed by Donna Roberts, HR Manager	Nov 2017	
Policy authorised by Strategy and Corporate Governance Group	Feb 2019	Feb 2022
Updated control sheet and published on Policy Doc App	Feb 2019	
Logo updated and published on website	Dec 2020	

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## **1. Annual Leave**

In order that Nottinghamshire Hospice can continually offer our patients a consistent level of service, we need to implement a number of policies relating to the booking and timing of holidays. Nottinghamshire Hospice wish to ensure that holiday entitlement is distributed fairly, paying particular regard to employee's personal circumstances. These policies also ensure that no unnecessary burden is placed on those employees that need to take on additional responsibilities during holiday cover.

The holiday year is from 1<sup>st</sup> April to 31<sup>st</sup> March each year. Nottinghamshire Hospice no longer closes for the Christmas period, therefore holidays do not need to be saved for this time.

Every effort will be made to enable employees to take their requested holiday days. However, holiday requirements of colleagues, as well as the needs of the organisation will be taken into consideration. All employees must request intended holiday dates at the earliest opportunity and prior to booking holiday accommodation, flights etc. Other than in exceptional circumstances, notice periods for requesting holidays are:

- Notice required for less than five days holiday must be at least one week.
- Notice required for more than five days holiday must be at least four weeks.

Failure to provide the required notice may result in the leave not being granted. Should leave not be granted for any reason and the employee consequently has this time off as sickness absence, Nottinghamshire Hospice reserve the right to use the disciplinary procedure, and/or to request permission to contact the employee's GP in order to obtain a medical report.

Nottinghamshire Hospice will not be liable for any costs incurred as a result of the need for an employee to cancel holiday arrangements made without first submitting and receiving approval for the holiday request.

## **2. Number of Holiday Days**

All full time employees of Nottinghamshire Hospice are entitled to 25 days' annual holiday days, plus 8 annual public and bank holidays. Holiday entitlement accrual equates to 2.75 days per month.

Part time employees are entitled to a proportion of 25 + 8 days annual holiday dependent on the number of days worked per week. E.g. if three days are worked each week, holiday entitlement would be 20 days (3/5ths), inclusive of annual public, and bank holidays.

NB.. When calculating your holiday entitlement it will be rounded up to the nearest half day.

## **3. Additional holidays**

Holiday days will be granted for length of continual service, as at 1 April, as follows:

- After 3 years' service – 26 days (pro-rata for part-time)
- After 5 years' service – 27 days (pro-rata for part-time)
- After 7 years' service – 28 days (pro-rata for part-time)
- After 10 years' service – 29 days (pro-rata for part-time)

#### **4. Bank holiday working**

Due to the nature of the business, Nottinghamshire Hospice is not usually open for business during public, and bank holidays. However, in exceptional circumstances, dictated by the needs of the organisation, employees may be requested to work on a public or bank holiday. If this is necessary, an appropriate arrangement regarding pay or time off in lieu will be agreed prior to these days being worked.

As the Hospice at Home team provides a service for 365 days per year, the nursing team will be expected to work during public and bank holidays. These days will be agreed with their Line Manager and/or the Co-coordinating team.

#### **5. Procedure for requesting holiday**

All holidays should be requested by completing an automated Annual Leave Form for approval by your Line Manager. If you do not have access to a work computer your Line Manager will complete an automated Annual Leave Form on your behalf.

- The annual holiday year is between 1<sup>st</sup> April and 31<sup>st</sup> March each year.
- Depending on the size of the team, the number of employees who may be allowed to take holiday leave during the same period may be restricted and specific agreement will need to be obtained in writing from the relevant Line Manager.
- Where possible, Nottinghamshire Hospice will ensure no more than 2 senior members of staff, working in similar areas of the organisation, share the same holiday dates. In cases where more than this number request holiday leave, the decision will be based on a combination of first come first served basis, and organisational needs at the time.
- If a pre-booked holiday needs to be cancelled, this must be communicated to the Line Manager as soon as possible and confirmed in writing. The notice period for cancellation of a holiday request must equal at least the amount of time off requested.
- Holiday entitlement is applicable from the first day of commencement of employment with Nottinghamshire Hospice and is accrued thereafter.
- Only one week's un-booked holiday must be taken between 1<sup>st</sup> January and 31<sup>st</sup> March unless specific agreement is obtained in writing from the relevant Line Manager.
- It is not possible to carry holiday days over 31<sup>st</sup> March to the following year's holiday entitlement, or receive payment for holidays not taken. Therefore every effort must be made by each employee to ensure all his/her holiday days have been used by the end of 31<sup>st</sup> March unless you have the explicit agreement of a Director or the Chief Executive in writing.
- It is not legally possible to pay money in lieu of holiday entitlement unless an employee is leaving the Hospice's employment.
- Statutory holiday entitlement will continue to accrue during any periods of sick leave, but for the avoidance of doubt, any contractual holiday will not be accrued during the periods of sick leave.

## **6. Exceptions to the Rules**

Where an employee has joined the Organisation and advises at interview that there is a holiday already booked which is longer than their Annual Holiday Entitlement for that year, the organisation will honour the holiday but may not pay for the days which overrun their entitlement.

If your employment commenced or terminates part way through the holiday year, your entitlement to holidays during that year will be assessed on a pro-rata basis.

Deductions from final salary due to you on termination of employment will be made in respect of any holidays taken in excess of entitlement.

## **7. Holiday Payment**

Staff shall be entitled to payment for annual holidays at their normal pay rates. Holiday pay is payable within the normal pay schedule. For example; if the employee's holiday is the first two weeks of August, they will receive their holiday pay with their normal pay for August, when the pay is normally due.

## **8. Delayed Return to Work after Holiday**

It is each employee's responsibility to ensure that they allow sufficient flexibility within their travel arrangements to ensure that delays will not prevent them returning to work on the appointed date. However in some circumstances, out of their control, this may not be possible.

There is no legal right for employees to be paid by an employer for travel delays, however, Nottinghamshire Hospice wish to be as flexible as possible should any of our employees be affected. Where an employee is genuinely unable to return to work due to delayed travel then the following process shall be followed;

Line Managers are to meet with an affected employee within 48 hours of them returning to work to discuss the following options:-

- 50% of pay, paid for 2 days, however the employee MUST provide evidence that they were unable to fly i.e. boarding pass/tickets to confirm the date they returned to the UK.
- The employee may take paid annual leave from their allowance, for the additional period. A holiday form MUST be completed retrospectively, approved by the Line Manager and recorded by Human Resources as per the Annual Leave policy.
- An employee can make the time up by working additional hours.
- Alternatively for those who already have their holidays booked and organised or do not wish to utilise the annual leave they have available, they may request unpaid leave.

Line Managers are required to gain agreement during the return to work meeting where the details of the agreement are outlined on a Return to Work Form. Both the employee and Line Manager must sign the Return to Work Form and each retain a copy and issue a copy to the Human Resources and Finance Departments.

The Line Manager must remind payroll of any deductions on each payroll submission until the matter is resolved in full. By following this process and implementing the options available we are

ensuring fairness and consistency in resolving this matter.