



## Annual Leave Policy

Staff are required to give notice to their employers if they wish to take a holiday. The default notice period must be at least twice as long as the period of leave requested. For example, a worker wanting one week's holiday needs to give two weeks' notice.

**Restrictions on Taking Leave:** There is a two-week closure during the summer, a two-week closure during the Christmas period and the nursery will also be closed for all Bank Holidays (dates to be published at the beginning of each academic year). Staff will be paid annual leave for all closures – if they have accrued the annual leave entitlement and work on the days annual leave is offered upon.

**Holidays and Holiday Pay:** Holiday pay for each week of their statutory leave entitlement workers is entitled to be paid a week's pay calculated in accordance with sections 221-224 of the Employment Rights Act 1996 as follows:

**Workers with normal working hours:** If a worker's pay does not vary with the amount of work done, then a week's pay is the amount due for a week's work under the worker's contract.

If a worker's pay varies with the amount of work done, then the amount of a week's pay is the pay for the normal weekly working hours multiplied by the workers average hourly rate over the preceding 12 weeks. To calculate the average hourly rate, only hours where the worker was working, and the pay related to them, should be considered. Any week in which no pay was due, for hours worked, should be replaced by the last previous week in which pay was received for hours worked.

Shift workers whose pay varies because they work their normal hours at varying times and in varying amounts in different weeks, have their week's pay calculated differently. Their average weekly hours of work, in the preceding 12 weeks, are multiplied by their average hourly rate. The hourly rate is calculated as above and includes any shift allowance which is payable.

**Workers without normal working hours:** If a worker has no normal working hours, then a week's pay is the average pay received over the preceding 12 weeks. Any week for which no pay was due should be replaced by the last previous week for which pay was due.

This policy was created in accordance with ACAS guide to holidays and holiday pay.

An annual leave log can be found within each staff members personal file onsite. All staff should see particulars in their contract and speak to the Managing Director if they have any queries or concerns.

**This policy was reviewed on: 22.07.26**

**Date of next review: 22.07.27**