

# Healthwatch Cambridgeshire and Peterborough

## Annual Leave Policy

Healthwatch Cambridgeshire and Peterborough place a high value on supporting staff to maintain a healthy worklife balance. We recognise the importance of taking regular breaks from work to maintain wellbeing and mental health. This policy outlines the procedures relating to annual leave, your entitlements and how to book time off.

1. The basic holiday entitlement for full time staff (37 hours a week), working 52 weeks per year, is 28 days per year, plus the recognised public holidays. Three of these days must be used for the period between Christmas and New Year.
2. Part time staff will receive a pro rata entitlement calculated on an hourly basis. If you are in doubt of your entitlement and how it is calculated, ask your line manager.
3. All dates for holidays must be agreed in advance with your line manager. Line managers may not grant such requests where operational effectiveness would be impaired and may require holidays of team members to be staggered to ensure proper cover is maintained. You are responsible for making sure the annual leave is recorded in Flexplanner and in your Outlook calendar so other staff members can make sure their leave does not clash.
4. The holiday year is from April 1<sup>st</sup> to March 31<sup>st</sup>. Annual holiday entitlements accrue month by month during this period.
5. Annual holiday entitlements in the year in which employment starts or finishes will be calculated at the rate of one twelfth of total annual entitlement for each completed month of service in that holiday year. For example, if you start working full time on 1 October, you will be entitled to 6/12<sup>th</sup> of 28 days ie: 14 days, in your first year.

6. All holiday entitlements should be taken by March 31<sup>st</sup>. Up to five days can be carried forward into the following holiday year with the approval of the Chief Executive. Payment in lieu of holidays not taken will not be allowed.
7. On termination, any annual leave days not taken should be accounted for when the final date of employment is calculated. Staff will be not paid for any days of accrued holiday not taken.
8. If the days of annual holiday taken at the time of termination exceed the accrued entitlement, pay in respect of each excess day will be deducted from any monies owed.
9. For other unpaid leave, please refer to the Absence Policy.

**Approved by Healthwatch Cambridgeshire and Peterborough Board of Directors**

Date: July 2021

For review: July 2023

**Responsible Officer**

Chief Executive Officer of Healthwatch Cambridgeshire and Peterborough