



Reynolds

Training Services

POLICY NAME	Annual Leave Policy			POLICY NUMBER	Po-016-RTS
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VERSION HISTORY				
VERSION	AUTHOR	REVISION DATE	DESCRIPTION OF CHANGE	APPROVED BY
1	John Reynolds	January 2022	Policy Implemented	John Reynolds
1.1	John Reynolds	November 2022	Logos Updated	Andrew Reynolds
1.1	John Reynolds	November 2023	Annual Review – No Amends	Andrew Reynolds

Approved by: John Reynolds
Position: Managing Director
Date: 15th November 2023

Approved by: Andrew Reynolds
Position: Centre Manager
Date: 15th November 2023

Overview

This document outlines the Annual Leave Policy and Procedure for Reynolds Training Services Ltd (the Company). The Company realises that the ability to spend time away from the workplace is an important component of work-life balance and helps reduce stress. The Company aims to ensure that employees are given the opportunity to take the leave to which they are entitled and managers should endeavour to ensure that the workload does not prevent this, taking into account the service needs of the Company. Equally employees have a responsibility to ensure that they take ownership of the management of their own annual leave.

Once approval for annual leave has been granted it will not be withdrawn, however in exceptional circumstances the Company may ask if employees are willing to return to duties if operational exigencies warrant it. It is the individual's right to decline but should they agree the leave would either be returned to the individual for use at a future date, or paid at the appropriate rate; both arrangements being mutually agreed between the Company and the individual(s) at the time.

Annual Leave Year

The annual leave year for all employees runs with the calendar year (January to December).

Accrual of Annual Leave and General Public Holiday Lieu Time Entitlement

Annual leave and general public holiday lieu time entitlement accrues during the course of the year. To enable leave to be taken, reflecting the needs of the employee, the full year's entitlement will be available to them from their date of appointment with the Company.

Should an employee leave the Company part way through the year, their entitlements relating to their service in that period will be calculated proportionate to the leave that has been accrued up until their leaving date. E.g. an employee who leaves six months into the calendar year will receive 50% of their leave entitlement. Where an employee has exceeded their leave entitlement this will be deducted from their final salary. Any outstanding leave entitlement will normally be required to be taken during any period of notice. If at the effective date of termination there is still annual leave owing to the employee, they will be paid accordingly in respect of those hours.

Annual Leave and General Public Holiday Entitlements

Entitlement to annual leave and general public holidays is based on your current contractual arrangements with the company.

Public Holidays

The Company will recognise the following public holidays: New Years Day, Good Friday, Easter Monday, May Day, Late Spring Public Holiday, Late Summer Public Holiday, Christmas Day, and Boxing Day. Any other publicly declared holiday, or paid holiday, will also be recognised.

Any employee whose religious beliefs have festival days different to those public holidays currently recognised by the Company may approach their manager to request to change the designated public holiday dates to alternative dates. Should an employee wish to change their designated public holiday dates, for example, swap Easter Monday for Diwali, this must be done by submitting a written request to their manager 14 calendar days prior to the start of the new calendar year. Once approved, these will apply for that particular leave year and cannot be subsequently changed. In such cases, the overall Public Holiday entitlement will remain the same and any allowances or other entitlements which relate to working or not working on a public holiday will only apply to their specifically designated Public Holidays. (For new starters any specific public holiday requirements should be identified at the earliest opportunity).

Employees required to work on a general public holiday or their designated public holiday dates, are entitled to take time off in lieu.

Approval Procedure

Requests for annual leave cannot be made more than 12 months in advance of the requested annual leave dates in normal circumstances.

It is the Company's intention that all staff should enjoy their Annual Leave allocation. In order to achieve this, staff should book leave as far in advance as possible and with at least 14 days' notice. This notice period is required to enable the planning of relief support. In circumstances where the annual leave request are likely to exceed leave limits (for example partners in the same team wishing to take leave together) staff should draw this to the manager's attention at the earliest opportunity to allow the request to be considered and enable a decision to be taken.

Annual leave is approved at the discretion of the employee's line manager, taking into account the needs of both the service and the circumstance in line with the spirit of this policy.

In circumstances where short notice leave is requested (i.e. less than 14 days), there is discretion to approve these in line with the Company workload and scheduling.

All leave requests will be dealt with promptly and would normally be actioned within 7 calendar days. In the event of the employee not receiving a response within the specified time period, they should contact the line manager responsible.

The maximum annual leave normally granted for any one period of leave is 2 weeks. Where a request for an extension to the 2 week leave period limit is made, each request will be considered on an individual basis.

No employee should finalise holiday arrangements or take annual leave before appropriate approval has been given. Where an employee takes annual leave prior to this approval being given, the Company may consider invoking the Disciplinary Policy.

In the event that staff have not taken their annual leave entitlement by the end of the year, they should expect to lose unbooked leave in line with this policy.

Staff have no automatic right to cancel annual leave leading up to the intended leave dates. However, all requests for cancellation of annual leave will be considered on an individual basis and where possible accommodated.

Time Off for Religious Holidays

Wherever possible employees wishing to take time off for religious activities should book these times as per annual leave, giving at least 14 days' notice to their line manager.

In circumstances where the date of a religious event is only confirmed with short notice, special consideration will be given to the member of staff's application. In this instance, an option for the employee may be to book additional annual leave to cover this with the ability to cancel once a firm date is known.

Under the Employment Equality (Religion and Belief) Regulations 2003, a worker may refuse to work on a specific day because of their religion. However, if the Company can prove that there is no reasonable alternative but for the employee to attend work, the protection will be removed.

Carry Over of Annual Leave

All employees are expected to take their full entitlement of annual leave within the calendar year, however the Company recognises that this is not always possible. As such, a maximum of three days may be considered for rolling over at management discretion, if the Company can schedule it within workloads.

Where an employee wishes to carry over or bring forward their leave it is expected that they would make their line manager aware.

There is no statutory right to carry over annual leave from one year into the next, neither is there a right for the employee to elect to receive wages in lieu in these circumstances. As such the Company reserves the right to remove these provisions in circumstances where the employee has repeatedly failed to adhere to the principles of this policy.

Sickness Absence, Annual Leave and Public Holidays

Employees who are ill during a period of annual leave will have the days of absence treated as sickness absence where a medical certificate is provided for each and all days of absence (self-certificates will not be accepted for this purpose). This will therefore allow the employee to take the annual leave at another time. In circumstances where an employee is unable to provide a medical certificate, any request for reimbursement of annual leave will be considered on individual circumstances.

Late Return from Annual Leave

If, for reasons beyond their control, employees know that they will be late returning from annual leave, they must contact their line manager and notify them of their late return as soon as possible.

This leave will normally be unpaid and where prior notification is not received but was possible, the employee may be liable to disciplinary action under the Company's Disciplinary Policy.

Lieu Hours / Days

All applications for approval of the taking of lieu time should be made in the same way as for annual leave.

Requests for Unpaid Leave

Consideration will be made on an individual basis for unpaid leave. Any granting of additional unpaid leave will only be permitted where staff have already taken all of the annual leave they have accrued to the date they commence the unpaid leave.

Leaving the Company's Employment

Employees leaving the Company's employment will have their outstanding annual leave, accrued but not taken, calculated pro rata to the actual service in the leave year. A payment will be made in lieu of such leave and will be subject to relevant deductions. This principle will also apply to public holiday hours and other accrued time which has not been taken.

Where annual leave taken prior to termination of employment exceeds an employees pro rata entitlement for that annual leave year, the Company will deduct the equivalent of the payments for such additional days from the employee's final salary payment. This principle will also apply to public holiday hours taken in excess for the pro rata entitlement at the time of leaving.

Employees who are working out their notice will be allowed to take annual leave during this period, provided it has been booked in advance. Requests to take leave during a notice period will be approved wherever possible. However, this may not always be practicable due to the need to complete outstanding work,

handover to a successor or other service needs. The Company therefore reserves the right to refuse requests for leave during notice periods.

The Company reserves the right to recover accrued annual leave pay from employees who are dismissed for theft or fraud or who leave the Company without giving due notice.

Retirement

Once a decision has been made on an employee's retirement date, they should endeavour to ensure that all accrued annual leave is taken prior to their retirement date. Payment in lieu will not be made for annual leave not taken at the date of retirement.