



**Annual Leave Policy and Procedure
for full time all year employees**

Approved : February 2020
To be reviewed : February 2022

This policy sets out the Khalsa Academies Trust's (KAT) approach to annual leave and the basis on which it may be taken for those employees that work full time with the Trust on an all year basis. Therefore, this excludes all term time and part time employees.

Obtaining Approval

1. Staff members wishing to take annual leave should follow the procedure set out below.
2. All requests for annual leave should be made in advance on the annual leave record. Annual leave records should be passed to the Principal for approval at the earliest opportunity. Requests for annual leave will not be unreasonably refused.
3. The Principal will consider the request having due regard to the needs of the Service and the rules on annual leave as set out below. Requests for annual leave will be responded to promptly and normally within a maximum of 5 working days.
4. The annual leave record must be approved and 'signed off' before leave is taken. Staff members should not commit themselves to any leave plans until their leave request is approved and annual leave record signed off. No responsibility will be taken by the Trust for any Holiday Deposit paid or other losses incurred as a result of a failure to comply with this aspect of the procedure.
5. In the event of a staff member disputing a manager's decision, KAT's formal grievance procedure should be used.
6. Employees can request to book leave any time during the year. However, KAT encourages employees to book leave preferably outside term time periods in order to minimise disruption and cover. In any case, all leave requested is subject to exigencies of the service.

Carrying Leave Forward

1. The Trust's leave year runs from 1 September to 31 August.
2. There will be no payment in lieu of untaken leave at the end of a leave year, except in respect of leave over and above the statutory entitlement not taken as a result of the business needs of the organisation and previously agreed in writing by the Principal. In exceptional cases, staff members may carry forward up to 5 days unused leave to the next year with the Principal's approval.

Annual Leave Procedure

In all circumstances carrying leave forward will only be approved where this does not compromise the business needs of the organisation or cause staff members to take less than their minimum legal entitlement for the year.

Leave Rules

- 1.1 Where there are conflicting leave requirements, priority will normally be given to the staff member whose request was received first; however relevant circumstances may be considered.
- 1.2. Staff members on a support contract may normally take no more than 3 weeks annual leave at any one time. Those staff members wishing to exceed this limit must make their request to the Principal in advance.
- 1.3. Any staff member who takes annual leave which has not been previously approved may be subject to disciplinary action.

Illness during Annual Leave

1. If a staff member falls ill during a period of annual leave the days concerned become sick leave and annual leave entitlement is adjusted accordingly.
2. In such circumstances staff members are required to provide a doctor's medical certificate for the period of sickness absence.

3. Annual leave, up to the statutory minimum, is accrued during a period of sickness leave.

Late Return from Leave

If, for any reason, staff members know that they will be late returning from leave, they must contact the Principal or Line Manager and notify them of their late return and reason for late return as soon as possible. Evidence of travel arrangements may be required to verify unforeseen delays. Failure to provide advance notification will render the staff member liable to disciplinary action for unauthorised absence.