



# **GREENFIELD PRE-SCHOOL ANNUAL LEAVE POLICY**

# **Greenfield Pre-School**

## **Annual Leave Policy**

The purpose of this policy is to ensure annual leave is managed fairly and consistently and to inform all employees of the procedure when applying for leave. All request for holiday leave will be considered in line with this policy and in a fair, transparent and open way. The leadership team will ensure that employees will have the opportunity to take their holiday to which they are entitled, whilst ensuring the operational needs of the pre-school are considered.

It is particularly important to plan ahead and give plenty of notice at busy times or during peak holiday periods, when managers have an overriding obligation to have sufficient employees available to meet operational requirements and staff to child ratios.

### **Entitlement**

Employees will be notified of their annual leave entitlement when they start their employment. Part time employees will accrue leave on a pro-rata basis. For the year of joining and leaving, the entitlement will be on a pro-rata allocation. When an employee leaves and the holiday taken exceeds the allocation at the time of leaving, an adjustment to salary will be made.

The holiday year runs from 1<sup>st</sup> April to 31<sup>st</sup> March.

### **Annual leave procedures**

All employees should request their leave using their EyLog account or if unavailable, a Request for Leave form. Leave will be approved by the Lead teacher taking into account pupil ratios and scheduling for the period requesting. It is in the interest of an individual's welfare that they should take their full leave entitlement during the year.

- An employee's main two weeks of annual leave should be requested by 31st January for the next holiday year. The remaining weeks should be requested on a termly basis as follows:
  - For leave in the spring term, by 1<sup>st</sup> December
  - For leave in the summer term, by 1<sup>st</sup> March
  - For leave in the autumn term by 1<sup>st</sup> June
- Employees may request 5 days of unused leave may be carried forward to the following holiday year, subject to the operational needs of the pre-school and agreement by the leadership team.
- Part of an employee's leave entitlement will be used for the Christmas break when the pre-school is closed.

- No leave will be agreed during the following weeks when children are settling into the pre-school:
  - The first two weeks of the autumn term
  - The first week of the Spring term
  - The first week of the summer term
- No leave will be agreed on staff training days.
- During the summer break, ordinarily, only two staff will be granted leave per week, however where pupil numbers are reduced this may be increased subject to agreement by the leadership team. At all other times, one member of staff will be granted leave per week.
- Normally, no more than two weeks can be taken consecutively.
- It is unlikely that more than 2 weeks leave will be granted during any one term.
- Where requests for leave clash or there is particular demand for a week(s), leave will be decided by the leadership team on a case by case basis based on the needs of the pre-school. Decisions will be clear and transparent.

### **Annual leave during school holidays**

Requests for leave during school holidays will be considered in the same way as all annual leave.

### **Flexibility**

Employees' hours may change during holiday periods to meet the needs of the pre-school. If this is the case a minimum of 4 weeks' notice will be given.

### **Authorisation**

Employees will be notified when their annual leave has been approved or refused. Staff should not book a holiday until they have had their request agreed. Only on receipt of an authorised annual holiday request should the employee commit themselves to any leave plans, particularly where a deposit will be paid.

Any member of staff who takes annual leave which is unauthorised will be subject to disciplinary action, which may result in dismissal.

### **Other leave - unpaid, compassionate etc.**

All other leave is considered under the Leave of Absence policy for Greenfield Primary school.

Each case will be considered on its own merits and no one case will set a precedent for any future cases that may arise.

### **Time off in lieu (TOIL)**

Where an employee is asked to work additional hours or is asked to attend an activity (e.g. staff meeting, parents evening) the school will remunerate the employee in accordance with the school's schedule of overtime payments as outlined in the Greenfield Primary School Support Staff pay policy. Alternatively, staff may request that the hours can be taken as time off in lieu. This will be at the discretion of the leadership team and will be agreed in line with the procedures for annual leave.

No more than 8 TOIL hours can be accrued, once this amount is reached staff will be reminded to take their hours. TOIL hours cannot be carried forward into the next academic year.

### **Cancellation of booked annual leave**

Cancelling booked leave, particularly at short notice, can lead to difficulties, in the organisation of employees. A written request for the cancellation of leave is required, and the request will be considered in relation to the staffing. The request may not automatically be accepted.

### **Requests for urgent annual leave**

Where possible, urgent requests for annual leave for special circumstances or problematic situations may be accommodated. Employees should discuss with the Lead teacher who will consider the operational needs of the pre-school with the leadership team.

### **Failure to follow procedure**

Any leave taken without following the stated procedure and not authorised by the leadership team will be considered as unauthorised absence.

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