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Wellcome Care Homes are committed to operating at all times, and in everything that we do, to the highest standards of integrity.

Policy Statement

This policy should be read together with your individual contract of employment and relevant Employee Agreement. This policy is non-contractual applies to all permanent, bank and contracted employees who are employed on a full or part-time basis by the company.

The aim of the policy:

- To ensure provide guidance to employees on annual leave entitlement, terms and conditions
- To ensure that the home is adequately staffed at all times

Wellcome Care Homes Ltd annual leave year runs from 01 April to 31 March the following year.

Leave entitlement will be accrued from the start of employment but can only be taken after a working period of three months.

Currently and in line with legislation, annual leave entitlement is calculated as 5.6 weeks, at contracted hours rate.

Unpaid annual leave requests may be considered on an individual basis and only in exceptional circumstances. This may be granted at the manager's discretion, and only when all paid leave entitlement has been used up. In this instance annual leave entitlement will only be accrued during the period worked within each annual leave year.

Employees are required to take half of their annual leave entitlement as 'Summer Leave', up until 30 September each year and the remaining half as 'Winter Leave' between 1 October and 31 March. This is to ensure that leave is split throughout the year so that the home can be adequately staffed at all times.

Annual leave entitlement increments that are introduced in line with legislation requirements, may not be taken in advance of the date that they are planned to be introduced.

Annual Leave must be requested using Bright HR system and will also be approved by the manager. Employees should book at the earliest opportunity to avoid disappointment. Leave therefore will be allocated on a 'first come, first served' basis. A leave request is not a confirmation of leave booked. A leave request will be considered by the manager and any leave requested must be formally granted by the manager, before making holiday arrangements.

No more than **One** Senior/Nurse and **TWO** care staff may be off on leave at the same time.

Annual leave requested over a public bank holiday period will be considered on an individual basis and may only be granted at the manager's discretion to ensure that bank holiday working and leave periods are evenly distributed, and the home is adequately staffed.

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Requests made for annual leave to be taken in individual days, will also be considered on an individual basis and granted at the manager's discretion.

Any leave taken without permission will be treated as unauthorised absence and may be dealt with as gross misconduct in line with the 'Disciplinary Procedure'.

Any annual leave entitlement not taken between 1st April and 31st March will not be carried forward.

In the event of an employee leaving this employment and leave has been taken in advance of that accrued, then overpayment may occur. In the event of this happening the employer reserves the right to recover any overpayment from the final salary or before termination of employment.

In the event an employee resigns from the company, they must give 4 weeks notice. Any holidays remaining will be paid with the final salary payment. Should you wish to leave prior and use your holiday entitlement this will be down to the manager's discretion.