



Holiday Rules

Revised March 2013

Holiday Rules

The following rules apply to all holidays (subject to the discretion of line managers).

1. Annual holiday may not be taken at the following times of the year due to business needs 23rd December until 2nd January.
2. Annual holiday may not be taken in conjunction with public holidays for care, catering and domestic services.
3. No more than 1 or 2 members of the same department may take holiday at any one time (dependant on role). Where there are conflicting holiday requirements, priority will be given to the employee whose request was received first.
4. No more than 2 weeks of annual holiday may normally be taken at any one time. Employees wishing to exceed this limit must make their request to management at least 2 months in advance.
5. Any employee who takes annual holiday which has not been previously approved may be subject to disciplinary action, which includes dismissal.

Religious Holidays

Employees who wish to observe religious holidays, which do not coincide with public holidays in England and Wales, or Scotland/Northern Ireland are required to use their normal annual holiday entitlement or take unpaid leave. Every effort will be made to accommodate such requests, which will be refused only in exceptional circumstances.

Illness during Holiday

Any days of illness experienced by employees during a period of annual leave will still be regarded as days of holiday. Days of holiday lost through illness therefore may not be taken at a later date.

Late Return from Holiday

If, for any reason, employees know that they will be late returning from holiday, they must contact the organisation and notify their late return as soon as possible. Failure to do so will render the employee liable to disciplinary action for unauthorised absence. Such disciplinary action may include dismissal.

Carrying Holiday Over

1. The Wellbeing Residential Group's holiday year runs from 1st January to 31st December. All holiday entitlement for the year must be taken within it. No payment in lieu will be made for any holiday not taken, other than in respect of holiday (over and above the statutory entitlement) not taken as a result of the business needs of the Wellbeing Residential Group.
2. Employees are not allowed to carry forward any unused holiday to the next year (unless they have obtained their manager's prior approval, in which case such holiday must be taken no later than 2 months after the end of the holiday year to which the unused holiday relates).

Entitlement

1. Employees are entitled to 28 days leave per year (including public holidays)

New Employees

1. Where employees join the Wellbeing Residential Group part way through the holiday year, their entitlement to annual leave will be proportionate to the amount of time left in the holiday year (with fractions of days rounded up to whole days). No service with any other employer will count for the purposes of assessing entitlement to annual leave.
2. During the first year of employment with the Wellbeing Residential Group, the amount of annual leave that the employee may actually take at any time is limited to the amount accrued at that time. The amount accrues, monthly in advance, at the rate of one-twelfth of the annual entitlement per month (rounded up to the nearest half-day).
3. Notwithstanding the usual rules on accrual for new employees, every effort will be made to meet their needs in respect of commitments to holidays already made. New employees must stipulate pre-arranged holiday commitments at interview stage.
4. Where holiday arranged prior to commencement with the Wellbeing Residential Group exceeds the new employee's annual holiday entitlement, unpaid holiday up to a maximum of 2 weeks may be granted at the discretion of the new employee's line manager.