

# Holiday Policy

VERSION: JULY 2020

## 1. THE POLICY – GENERAL POINTS

- 1.1 All full time (5 days a week) employees are entitled to 20 days' holiday (these are called 'discretionary days' – you can chose when to take them).
- 1.2 In addition to this you will also receive additional days each year (these are called 'directed days' – you are directed when to take them) that are used for statutory bank holidays, and for any periods of closure over the Christmas period or for Holy Days of Obligation.
- 1.3 Part-time employees are entitled to bank holidays on a pro-rata basis. Where office closures are given (for example between Christmas and New Year) this entitlement is not pro-rated – all employees of the relevant office receive the same leave. For staff of the central diocesan offices, office closure days are granted by the Moderator of the Curia. In parishes any office closures are decided by the Parish Priest.
- 1.4 The holiday year runs from 01 January until 31 December each year.
- 1.5 All permanent employees are entitled to paid holiday each year.  
  
Fixed-term contract employees or part-time employees will be entitled to take leave on a pro-rata basis for the duration of their contract.
- 1.6 If an employee is ill whilst on holiday, these days will be treated as sickness not holiday if a doctor's medical certificate or self-certification form is submitted.
- 1.7 Holiday requests must be agreed with the line manager before any commitments are made. Any holiday exceeding 3 days must normally be agreed at least 14 days in advance.
- 1.8 Employees should take their full holiday entitlement during the holiday year.
- 1.9 In exceptional circumstances and with the agreement of their line manager, a maximum of 5 days' holiday may be carried forward to the following year.
- 1.10 Holiday carried forward must be taken by the end of March in the following year.
- 1.11 Any unused holiday more than 5 days, or holiday untaken by the end of March will be forfeited.
- 1.12 There is no payment in lieu of holiday not taken.
- 1.13 Statutory holiday entitlement (28 days including bank holidays for full-time employees) accrues during maternity, paternity, adoption, parental and shared leave.

## **2. PART-TIME EMPLOYEES**

- 2.1 Statutory holiday entitlement is calculated by taking the appropriate full-time entitlement, dividing by 5 and multiplying by the number of days per week the part-time employee is contracted to work (rounded up to the next full day).

## **3. LEAVERS**

- 3.1 For untaken holiday on leaving the number of days outstanding is the pro rata holiday entitlement (annual entitlement divided by 12 and multiplied by the number of complete months worked to the date of leaving) minus the number of days' holiday already taken.
- 3.2 Payment for untaken holiday is total salary excluding allowances, divided by 260 multiplied by the number of day's holiday outstanding.

If holiday entitlement has been exceeded the final salary payment will be reduced. It is the employee's responsibility to be aware of their annual leave entitlement

## **4. JOINERS**

- 4.1 In the first year of employment, holiday entitlement will accrue on a pro-rata basis (annual entitlement divided by 12 and multiplied by the number of complete months worked).

## **5. HOLIDAY AUTHORISATION**

- 5.1 Authorisation of holiday will depend on the parish/department workload, and ensuring there is adequate cover. Holiday requests may therefore be declined if there is not sufficient cover within the parish/department or a holiday request is within a busy work period. Typically, no more than two weeks' holiday can be taken at any one time. Any requests exceeding two weeks must be made in advance and be approved by the relevant director, and these requests will only be granted in exceptional circumstances.
- 5.2 Holiday requests must be authorised by the employee's line manager. A holiday authorisation form is available at [www.abdiocese.org.uk](http://www.abdiocese.org.uk).

## **6. CONTACTING THE HR DEPARTMENT**

- 6.1 The Diocese works with an external HR adviser for support on employment issues. HR support is provided through the Chief Operating Officer via [coo@abdiocese.org.uk](mailto:coo@abdiocese.org.uk).

### **Approval**

This policy was approved by the Diocesan Board of Trustees on:  
The next review is due by:

8 July 2020  
31 July 2022