

St Peter, Paul & Thomas of Canterbury, Bovey Tracey

WORK-LIFE BALANCE

HOLIDAYS POLICY

Who approves the policy?	Standing Committee
Who is responsible for updating the policy?	Church Administrator
Classification	Employment
Original Issue Date	19 August 2021
Last Revision date	
Revised By	
Next Revision Date	August 2021
Related Documents	
Location of Electronic Copy	Google Drive PPT Church Admin
Scope	This Policy applies to all the PCC of PPT Bovey employees plus those individuals identified in paragraph 2. The PCC of PPT Bovey reserves the right to amend this policy at its discretion at any time. It does not form part of any employees' contract of employment with the PCC of PPT Bovey
Extensions	None
Exclusions	Agency workers, consultants, self-employed contractors and authorised volunteers with a signed Volunteer Agreement.

Holidays Policy

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1. Policy Statement

All full-time employees receive an annual holiday allowance of 28 days plus public holidays, this is pro rata for part time employees. The holiday allowance period runs from the 1st January to the 31st December.

Holidays must be taken at a time convenient to the PCC of PPT Bovey to a maximum of 4 weeks in any one block. Sufficient notice and intention to take holidays must be given and all holiday must be approved by your manager before taking them.

You are requested to conform to existing departmental requirements when requesting annual leave. Every effort will be made to meet your requests for particular periods of leave but, in exceptional circumstances, a request may have to be refused. Ideally the minimum notice for holidays should be 1 week's notice (5 working days) but the agreement to holiday being given at shorter notice is at your manager's discretion.

Holidays are recorded on the [Holiday Booking] system. You must obtain prior approval from your manager for your holiday dates and provide as much notification as possible. Your manager will give due consideration to all holiday requests but approval of holiday requests is not automatic and we reserve the right to refuse requests. In such cases, we will not be liable for cancellation costs where prior approval has not been obtained.

This policy does not form part of your contract of employment and it may be amended at any time.

This policy is effective from 1 January 2022 and the increase in holiday entitlement cannot be requested prior to this date.

2. Who is Covered by the Policy?

This policy is intended to apply to all employees of the PCC of PPT Bovey including full-time, part-time and fixed-term contractors who are on PCC of PPT Bovey payroll.

This policy does not apply to agency workers, consultants or self-employed contractors.

3. Entitlement

On entry to PCC of PPT Bovey employment all full-time employees are entitled to annual leave based on [XX] days holiday per calendar year in addition to eight public holidays. These public holidays are as follows: Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday, May Day, Whit bank holiday, and August bank holiday.

All part-time employees will be awarded holiday on a pro rata basis, calculated on contracted hours to include their pro rata entitlement for bank holidays. Every time a bank holiday falls on a day that they would have normally worked, they should deduct the number of hours they would have worked from their annual leave total.

You must obtain prior approval from your manager for your holiday dates by providing as much notification as possible. We reserve the right to refuse requests and will not be liable for cancellation costs where prior approval has not been obtained.

The normal contractual working week for a full-time employee is [XX] hours with a normal working day being based on [XX] hours.

Holiday entitlement for a **full-time employee** is therefore calculated as follows:

[Full holiday allowance, in days] + 8 [Bank Holidays] (Full Time Allowance x Normal working hours per day) = XXXX hours holiday per annum

Holiday entitlement for a **part-time employee** (in this example based on working 21 hours per week/7 hours per day for three days per week) is therefore calculated as follows:

$(21 \div 35) \times [XX] \text{ hours holiday per annum} = [XX] \text{ hours per annum}$

Note: part-time employees who work different hours of work should substitute the hours of work that they are contracted to work in replacement for the (18.125) listed above in order to calculate their annual holiday entitlement.

Any time that an employee takes holiday (be it a public holiday or not) and as a result works less than their contracted number of hours in the working week, the number of hours taken as holiday should be subtracted from that employee's remaining balance of holiday entitlement for the year.

4. Procedure

All holiday entitlement is to be taken in the current calendar year running from 1st January to 31st December and in the interests of personal wellbeing we advise you to take all of your holiday in the current year. However, we appreciate that you may wish to have some flexibility and by mutual agreement with your manager, you may carry forward up to a maximum of 7 days (or an equivalent working week for part-time employees) into the next calendar year providing it is in excess of the statutory entitlement. Any such entitlement should be taken by the following 31 March. Any more than this would be in exceptional circumstances and require the approval of the [Insert Job Title] on recommendation from the [Insert Job Title]. Statutory holiday entitlement may not be normally carried over to the following year.

Any outstanding holiday entitlement not used up by 31 March will normally be lost.

If you are appointed or leave during the calendar year you qualify for a proportionate amount of leave according to your date of arrival or departure. If you leave during a year in which more paid leave has been taken than that to which you are entitled by your length of service during that year, you will be required to refund the amount of money already received in respect of that excess and this will be deducted from your final salary payment.