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| PCC LOGO | Holidays and Holiday Pay Policy |

Document Overview

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| **Purpose** | The purpose of this policy is to ensure that all employees understand their holiday entitlement and the relevant policy for booking holiday. This policy applies to all staff with a contract of employment. |
| **Confidentiality** | This document is not confidential. |
| **Document owner** |  |
| **Status note** | Draft/Final |
| **Distribution** | All PCC staff. |
| **Required action** |  |
| **Proposed next step** |  |

Version History

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| **Version** | **Date** | **Status Note** |
| 1 | 05.06.2023 | HR Template |
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1. Holiday and Holiday Pay

Annual Leave is an important time to rest and recuperate from the daily pressures of work.

* 1. The holiday year runs from 1 January to the 31 December.
  2. Part of your holiday may be fixed by the Company. Details of the following year’s holiday pattern will be given to you each year by 30 November.
  3. Basic holiday entitlement is 25 working days in addition to the 8 usual Public Holidays unless stated otherwise in your Statement of Main Terms and Conditions. If you are a part time employee, you will receive a pro-rata entitlement based upon the number of hours that you work each week.
  4. Holiday periods must be agreed with your Line Manager in advance of any commitments being made.
  5. The minimum period of notice is twice the time to be taken as holiday.
  6. Owing to the nature and size of the organization, holiday periods should not extend to more than 15 working days. Should you wish to take more than 15 consecutive working days then you will need the written permission of the PCC/BOARD/TRUSTEES.
  7. The Company encourages all employees to take their full holiday entitlement in the holiday year. Any holiday entitlement not taken within the holiday year will be lost.
  8. Starters and Leavers during the year will receive a pro rata entitlement to annual leave.
  9. Should you leave the employment of the Company, your full entitlement to paid holiday will be calculated on a pro rata basis per completed working day of service, less any leave taken during the holiday year. If the holiday taken exceeds your holiday entitlement, then by acceptance of this Staff Handbook, you accept that the Company has the right to deduct this from any money owing to you at the time of your leaving. Where your entitlement exceeds the amount of leave you have taken during the year, you will be paid this in your final pay.