



Dixons Allerton Academy

Policy: Annual Leave

Responsibility for Review: Senior Leadership Team

Statement of intent

The Academy recognises that it must meet statutory requirements with regard to the terms and conditions of employees' contracts. This policy applies to Associate Staff on all-year round contracts and reiterates section 7 of the Academy Conditions of Service for Associate Staff.

Policy

The Academy leave year runs from 1 September to 31 August.

All staff are entitled, in addition to the statutory bank holidays, to 31 days paid holiday per year rising to 35 days after the 10th year of service.

Unused holiday entitlement cannot be carried over from one year to the next.

All holiday dates must be agreed in advance with your manager not less than 1 week in advance of the holiday requested. Exceptions to this are at the discretion of the line manager.

All holiday dates will be agreed after taking into account the needs of the Academy, its customers and ensuring that the minimum staffing levels needed to provide the best service to our customers are maintained.

Any holidays taken without prior permission may lead to formal action being taken by the Academy and may result in dismissal in the case where an employee requests a holiday, which is refused and then the employee subsequently takes that holiday without permission.

Employees will be notified on an annual basis of the need to reserve any days of their entitlement for holiday shutdown periods i.e. Christmas.

Employees who fall sick during a period of annual leave and follow the absence reporting procedure will be entitled take any annual leave owing to them on alternative dates. Reimbursement of annual leave will be determined in line with statutory guidance.

On termination of employment, employees are entitled to receive payment for all unused accrued statutory holidays in the current holiday year only. The Company reserves the right to insist employees take accumulated annual leave within their notice period.

Any payments of holiday pay made to employees in excess of the amount accrued on termination of employment, will be deducted in full from the final monies due on termination. Where the amount of the overpayment exceeds any final payment, employees must reimburse the Academy accordingly.

Signed by :.....

Date:.....

(Principal)

Signed by :.....

Date:.....

(Chair of Governors)