



ANNUAL LEAVE POLICY

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Haines Business Systems Ltd
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Introduction

This policy covers all staff.

Annual leave entitlement is set out in each employee's terms and conditions of service, issued to them when they commenced their employment with the company. It is the personal responsibility of each member of staff to administer their own annual leave, notwithstanding a central record that is maintained by the company. All leave must be approved by the employee's line manager, and must comply with not just this policy, but also any local arrangements that might be in place regarding a team or department.

The annual leave year runs from [1st April] until [31st March] the following year [*insert the dates relevant to your company*]. Employees whose employment with the company commences part way through a holiday year shall have their annual leave entitlement for the first year allocated on a pro-rata basis. They will be advised of this at the start of their employment. It will be calculated based on the number of whole months remaining in the year (an employee's total annual entitlement is divided by twelve to calculate the number of days per month for which they qualify, and this is then multiplied by the number of whole months remaining in the holiday year). Employees whose employment is terminated part way through the year will have their outstanding annual leave allocation for that year calculated on the same pro-rata basis.

Apart from exceptional circumstances (and any rules in place for a specific team or department), it is company policy to allow only two members of staff [in each department or team] to be absent due to annual leave at any one time [*amend this for your own company*]. Where more than two employees wish to book their leave at the same time, permission must first be sought from the [general manager].