



WILLIAMSBURGH
HOUSING ASSOCIATION LTD

Annual Leave Policy

Revision History

Creation Date	Reviewer(s)	Review Date
February 2024	Corporate Services	February 2027

Annual Leave entitlement

All employees should enjoy a break from work each year with Williamsburgh Housing Association's (WHA) leave year running from 1st April to 31st March with payment being calculated on basic remuneration. Full time staff are entitled to 25 days (i.e. 5 weeks/875 hours) annual leave plus 13 days (91 hours) public holiday, pro-rated for part time staff.

WHA also offer one extra day for each full year's services after 5 years, up to a maximum of 30 days (applicable in the annual leave year in which 6 years' service is attained).

Annual Leave days are earned during the current leave year. Therefore:

- a) For permanent employees - The whole entitlement is on the 1st of April on the assumption that employment will continue for the whole annual leave year.
- b) For permanent employees joining after 1st April – the pro-rata entitlement will be credited on the assumption that employment will continue for the remainder of the annual leave year.
- c) For temporary employees or for staff who leave employment during the annual leave year, entitlement will be re-calculated on a pro-rata basis for the period of the annual leave year which has been worked.

If you leave during the annual leave year and:

- a) Have taken more leave than you are entitled to, we will deduct the balance from your final pay.
- b) Have accrued more leave than you have taken, we will pay you the balance in your final pay, if you are not able to take it before you stop working for us.

Please refer to [Appendix 1: Calculations for annual leave](#) for examples of pro-rata leave entitlement for part time staff and those mentioned in b and c above.

Public Holidays

Full-time staff have their 13 public holidays separated from their annual leave entitlement, part-time staff have their pro-rated entitlement included in their overall annual leave entitlement. The public holidays which Williamsburgh Housing Association recognise are:

- 1st and 2nd January or on alternative days (either where days fall on a weekend or where agreed in consultation with staff).
- Good Friday and Easter Monday
- First Monday in May
- Monday on or after 24th May and preceding Friday
- Last Monday in September and preceding Friday
- 25th and 26th December or on alternative days (either where days fall on a weekend or where agreed in consultation with staff).
- Local summer 'fair' Friday & Monday

The relevant dates will be specified each year by Management Committee, available from Corporate Services and on Astrow.

Booking and using annual leave

To book annual leave, you must get approval from your manager as they will need to make sure that the business needs are met. WHA request that a minimum of two week's notice is given for leave. The procedure for booking leave can be accessed in Astrow training guides. You will be allowed at least three weeks' leave between the months of May and September if you want time off during the summer months.

As part of WHA Mental Health Framework we recognise that sometimes staff may require a last minute annual leave request just to have a day to themselves. Where this is the case the member of staff must telephone their line manager in order to discuss their wellbeing. This is to ensure that annual leave is not being used in place of sick leave and as a duty of care to the member of staff as well as ensuring all work will be covered with the absence being short notice.

Carry forward leave

You may be able to carry forward up to one week (five working days for full time employees, pro-rata for part time) annual leave you were not able to take by 31st March only with your line managers prior permission. You must ensure to take at least 5.6 weeks (which is the statutory minimum leave in the UK – equivalent to 28 days for a full time employee) of combined annual leave/public holiday in any annual leave year.

No payment will be made in lieu of leave not taken, except in respect of the year of termination of employment.

Examples of where more than 5 days' (pro-rata) leave may exceptionally be carried forward include:

- An employee on short-term sickness towards the end of the leave year and has had to cancel their annual leave;
- Long term sickness
- An employee has been unable to take annual leave due to the timing of their maternity/adoption leave or their parental leave commencing earlier than expected.

Sickness and annual leave

Employees will accrue contractual annual leave but will not accrue missed public holidays. Public holidays during the period of absence will be counted as sick day for the purposes of pay and trigger point calculations. Where an employee is unable to take their leave due to sickness absence at the end of the annual leave year, with management approval the carry forward can be increased.

Long term sickness absence is defined as lasting 4 weeks or longer. If a long-term sickness prevents you from taking all of your annual leave, the balance will be



carried forward to the next leave year. If you are on long-term sick leave of more than 12 months, we may reduce your annual leave to the statutory minimum of 5.6 weeks in line with the absence management policy. We would only do this after speaking with you and taking account of all the facts.

Appendix 1 – Examples of pro-rata calculations

Part time staff:

Example:

Standard working week	35 hours
Standard holiday entitlement	25 days (5 weeks) i.e., 175 hours

A part-time employee works 10 hours per week.

Their paid holiday entitlement is therefore:

$10/35 \times 175$	50 hours i.e., 5 of their full working weeks
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Each 'day' of holiday they take is deducted from their entitlement, as the number of hours represented by that daily shift.

The following formula can be used to calculate the amount of annual entitlement earned during a period of employment for both new employees and leavers.

<u>Annual entitlement per year (days)</u>	x	Number of weeks service during current annual leave year
Weeks per year		
= Days accrued for holiday year		
For example: <u>25 days</u>	x	42
weeks		
		52 weeks
= 20 days		