



# **Woolwich Polytechnic School**

## **POLYMAT**

### **ANNUAL LEAVE POLICY**

Reviewed August 2016  
Approved by Governors: 31 October 2016  
Revision due September 2017

## I. Entitlement

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1.1 The basic entitlement incorporating concessionary and statutory days are as follows

<b>Staff groups</b>	<b>Up to 5 years PolyMAT service</b>	<b>5 years and over continuous PolyMAT service</b>
Staff covered by the NJC for Local Government Services (i.e. the “Green Book”)	27 plus 1 concessionary day Total = 28	30 plus 1 concessionary day Total = 31

NB: The total days exclude Bank and Public Holidays which need to be taken in addition to the above basic entitlements. These are:

New Year's Day	Spring Bank Holiday
Good Friday	Late Summer Bank Holiday
Easter Monday	Christmas Day
May Day	Boxing Day

- 1.2 Where additional leave is awarded at five years continuous service, this will take effect in the next leave year following the fifth year of service.
- 1.3 Employees who had a greater entitlement to annual leave, than that detailed above, at the implementation of the Single Status Agreement (1st April 2008), have this higher rate protected for the length of their service with PolyMAT.

## 2. Bank Holiday entitlement for part timers

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- 2.1 Staff employed on contracts of less than full time hours, who do not usually work 5 days per week, are entitled to benefit from Bank Holidays and concessionary days in the same way as full time employees, but on pro-rata basis. For example, staff who are employed to work 17.5 hours per week, and whose hours are worked over 3 days, at 7 hours for 2 days and 3.5 hours for one day, must still benefit from these days. If their normal working days are Tuesday, Wednesday and Thursday, and they never work Mondays they are entitled to benefit on a pro rata basis by having one fifth of their contracted hours added to their leave entitlement. In this particular case, the employee would be credited with 3.5 hours to be taken at a later date.
- 2.2 However, with regard to Bank Holidays which do not fall on a Monday or Friday, e.g. Christmas Holidays, the reverse applies. Should Christmas day be a Tuesday and Boxing Day a Wednesday, then the employee on the above working pattern would not be at work on two of those days and would have had 7 hours off for each day. As they are only entitled to have 3.5 hours off for each Bank Holiday, they will have a debit of 7 hours to be 'made up'.

These debited hours should be deducted from the leave entitlements of the individual employees (which should include credits for the other bank holidays).

- 2.3 In addition for full time employees who work a shorter working week are entitled to one fifth of a week for each Bank Holiday. E.g. An employee works 35 hours from Monday to Thursday, 8 hours 45 minutes per day, and has each Friday off. As the employee is only entitled to one fifth of a week off for the Bank Holiday, (7 hours) when a BH is on a Monday, and they have the whole day off, they will have had a quarter of their working week off, which is more than they are entitled to. They should therefore deduct the additional 1 hour and 45 minutes from their Annual Leave entitlement. Conversely, if a Bank Holiday falls on a day that an employee does not usually work, in this case a Friday, they must benefit in the same way as a five day worker who would only work 28 hours in a Bank Holiday week. They should therefore have one fifth of their contracted hours added to their leave entitlement, which is 7 hours.

### **3. Calculating leave for those working a non-standard week**

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- 3.1 For part time employees or those working non-standard days, leave is calculated and taken in hours rather than days.
- 3.2 To calculate hours per year, take days annual leave x 7 hours /35 hours x contracted weekly hours = hours per year leave

### **4. Calculating leave for those joining part way through the leave year**

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- 4.1 Employees who join PolyMAT part of the way through the leave year are entitled to take paid annual leave proportionate to the leave year that remains. Where there is a fraction in the calculation of accrued leave to be taken, that fraction should be rounded-up to a half-day or whole day, as appropriate.

### **5. Calculating annual leave entitlement on termination of employment**

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- 5.1 Where an employee is leaving PolyMAT's employment, they should normally take any leave that is due prior to the expected date of departure. Any actual overpayment in respect of leave taken, at the time that employees leave, will be recovered by means of a deduction from pay.

### **6. Carry over of annual leave**

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- 6.1 Employees are entitled to carry over up to 5 days annual leave (pro rata for part-time employees) into the following leave year
- 6.2 Leave which is carried over may not be accumulated over a number of years but must be taken in the leave year following the authorised carry over.

## 7. **Sickness Absence and Annual Leave**

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7.1 Employees absent because of long-term sickness who are prevented from taking their statutory four week annual leave entitlement have a right to carry this over to the following leave year but must use such leave within the following year. Additional PolyMAT entitlement cannot be carried over.

7.2 Employees that are absent from work on sick leave, are entitled to holiday pay in lieu of untaken statutory holiday on termination of employment whether or not they have requested to take the holiday, or carry it over, during the relevant year. This is limited to 4 weeks only and is calculated pro-rata based on the employee's leave date.

## 8. **Payment in respect of annual leave outstanding at last day of service**

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8.1 There are exceptional circumstances whereby management should authorise payment to any employee in respect of annual leave or sabbatical leave outstanding at the last day of service as outlined below

<b>Reason for leaving</b>	<b>Notice period</b>	<b>Outstanding annual leave</b>
Resignation	Expires at last day of service.	Normally taken before last day of service. If not practical (management decision) then employee has option to (a) add to notice period equal to number of days of leave outstanding or (b) to be paid in lieu
Normal Retirement	Expires at last day of service.	Should normally be taken before Last Day of Service. If this is not practical (management decision), then employee to be paid in lieu.
Ill Health Retirement	Expires at last day of service.	To be paid in lieu.
Dismissal Without Notice	No entitlement	To be paid in lieu
Dismissal With Notice	Expires at last day of service. In exceptional cases, to be paid in lieu of notice period.	To be taken before last day of service. If this is not practical (management decision) then employee to be paid in lieu.
Redundancies	Expires at last day of service	To be taken before last day of service. If this is not practical (management decision) then employee will be paid in lieu

Death in service	Not applicable	To be paid in lieu
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