

CARDIFF COUNCIL

SCHOOL - ANNUAL LEAVE SCHEME

PREAMBLE

This is a model Annual Leave Scheme recommended by the Council for adoption by Governing Bodies. It is based on the Council Scheme and adapted, as appropriate, for schools.

PURPOSE

1. This scheme provides details of annual leave entitlements, procedures for requesting and approving leave, and other miscellaneous leave provisions.

SCOPE

2. This policy applies to those school support staff who are entitled to annual leave, irrespective of status and/or grade. Part time employees will be entitled to pro-rata allowances. It does not apply to school support staff whose leave is encompassed within term time working and does not apply to teachers.

KEY PRINCIPLES

3. The school believes that employees with an annual leave entitlement should take the holidays to which they are entitled, and managers and employees should organise workloads to enable this.
4. It is the responsibility of management to ensure that there is adequate provision for the needs of service users and therefore the taking of annual leave is subject to the exigencies of the service and management approval. In this policy a reference to 'designated manager' or 'designated managers' shall mean the person or persons designated from time to time by the Head Teacher to approve leave requests for the employee in question. All employees should be made of aware of which manager can authorise their leave.
5. When booking annual leave, employees should give as much notice as possible in order to ensure that managers can make appropriate arrangements.
6. All annual leave should be taken and there will be no payment in lieu of annual leave. (Except in the case of paragraph 19 below).
7. Annual leave should be taken in the form of full/part days or equivalent hours for all employees.
8. This scheme will be reviewed in the light of operational experience.

OBTAINING APPROVAL FOR ANNUAL LEAVE

9. All requests for approval of annual leave should be made to the designated manager on the appropriate form at the earliest opportunity (see [Point 24](#) for Standard Forms). Wherever practicable and possible, leave requests in excess of 5 days should be received no later than 4 weeks prior to the start date. Wherever practicable and possible, for leave of less than 5 days, at least 3 days notice is required. Where the required notice is not given, especially in emergency situations not covered by the Special Leave Scheme, designated managers should approve the leave provided it will not have a detrimental effect on the service.
10. Employees should be notified as soon as possible and at least within 3 working days whether their request for leave is approved or not and should not commit themselves to any holidays until they have received approval.
11. In approving requests for annual leave designated managers must consider the needs of the service, taking into account any relevant factors such as any seasonal fluctuations in the volume of work, other employees on leave etc. Obviously leave must not be refused unreasonably, and where an employee has good grounds to feel this is the case, s/he may raise the matter as a grievance.
12. Where there are conflicting holiday requirements priority will be given to the employee whose request was received first. However at times when it is popular to take leave such as at Christmas and Easter, approval may be alternated on an annual basis.
13. Once approval for annual leave has been given, it will not normally be withdrawn. However there may be occasions where exceptional and or emergency situations occur (e.g. Civil Defence) which necessitate leave being cancelled and the school reserves the right to withdraw approval in such exceptional situations. Any decision to withdraw approval must be in consultation with Human Resources. Where approval is withdrawn, the employee must be fully compensated for any actual financial losses incurred as a result of any cancellation. This cost must be borne by the school. Where this happens, the annual leave will not be lost.

CARRY OVER OF ANNUAL LEAVE

14. The annual leave year runs from the 1st April to the 31st March and employees should aim to take their full leave entitlement during this period. However the school will allow employees to carry over a maximum of 5 days annual leave from one year to the next.
15. No carry over in excess of 5 days will be allowed. (Pro rata for job share / part time employees). Therefore, managers should monitor leave taken by employees throughout the year and ensure that it is taken.

In the case of maternity, as annual leave is accrued during maternity leave, where maternity leave spans two leave years any outstanding leave should be carried over. The 5-day carry over rule will also apply to individuals on long term sickness absences at that time.

16. Employees transferring between Cardiff schools will take their remaining annual leave entitlement with them.

SICKNESS AND ANNUAL LEAVE

17. An employee who falls ill during a period of annual leave will be allowed to treat days of illness as a sickness absence provided that the employee gives notification in accordance with the sickness notification procedure and provides a doctors medical certificate regardless of the length of illness.

NEW EMPLOYEES

18. New employees will be entitled to a pro rata leave allowance based on one 12th of their annual leave entitlement for each complete month between the date of their appointment and the 31st March.
19. When calculating the leave entitlements of new employees continuous service will include continuous previous service with any public authority to which the Redundancy Payments (Local Government) (Modification) Order 1983 as amended applies.

TERMINATION OF EMPLOYMENT

20. On termination of the contract of employment employees will be entitled to an accrued allowance for their final leave year based on the following calculation (A x B)-C.

Where

A = period of leave to which the employee is entitled.

B = the proportion of the employee's leave year which expired before the effective date of termination.

C = the period of leave taken by the employee between the start of the leave period and the effective date of termination.

Where appropriate, employees should be encouraged to take their leave entitlement before the termination of their contract of employment. Where outstanding leave is paid, the payment is subject to normal payroll deductions.

21. Where the annual leave taken at the date of termination has exceeded the number of days accrued, the appropriate sum will be deducted from the employee's final salary, or the employee will be invoiced accordingly.
22. For a full time employee the calculation for a day's pay is 1/261st of annual salary.
23. For a part time employee the calculation for a day or week's pay is as follows (n.b. the full, not pro rata, salary should be used for these calculations)

$$1 \text{ days leave} = \frac{\text{Annual Salary}}{261} \times 5 \times \frac{\text{contracted hours for day}}{37}$$

$$1 \text{ weeks leave} = \frac{\text{Annual Salary}}{261} \times 5 \times \frac{\text{weekly contracted hours}}{37}$$

STANDARD FORMS

24. Standard forms to be used as part of this Policy & Procedure are as follows:-
- a. [4.C.088-Sch - Schools Leave Application Form](#) – this form is to be given to each employee with a leave entitlement at the beginning of the leave year.
 - b. [4.C.090-Sch - Special Leave of Absence Request Form](#) - obligatory in cases where special leave is required.
 - c. [4.C.091-Sch - Absence Summary Card](#) - use of the card is not obligatory but can provide a useful summary of an individual's overall absence and is recommended as good practice.

ANNUAL LEAVE ENTITLEMENTS (excluding public and extra statutory days)

CATEGORY / SPINAL COLUMN POINT	LESS THAN 5 YEARS SERVICE Days	5 YEARS SERVICE Days
Up to SCP 21	21	25*
SCP 22 - 25	21	26*
SCP 26 - 28	25	28*
SCP 29 - 40	25	29*
SCP over 40	25	30*
Caretakers	21	25#

*N.B. Ex South Glamorgan CC staff in these categories who had one day's extra leave for 10 years service at 1.4.98 retain this entitlement on a personal basis.

Caretakers appointed prior to 1/9/91 will be entitled to 30 days

Corporate Chief Officer – Human Resources