

Bishop's Stortford Baptist Church (BSBC)

Annual Leave Policy

1. Purpose

The purpose of this policy is to ensure that annual leave is managed fairly and consistently, and to inform all members of staff of the procedure that must be followed when applying for annual leave.

2. Scope

This policy applies to all staff working under a contract of employment for BSBC.

3. Entitlement

All staff to whom this policy applies are entitled initially to 20 days annual leave and 8 days public holidays, rising to 25 days annual leave and 8 days public holidays after the end of the calendar year following 4 years continuous service. For part-time staff these allowances will be prorated. BSBC's leave year runs from January to December inclusive. Leave may be taken in half or full days. Subject to paragraphs 6, 7 and 8 below, all annual leave for the year must be taken within this period.

4. Leave application procedure

Your line manager must approve all annual leave in advance. All requests must be made to your line manager at your earliest opportunity, within reason and in light of current Church needs. You may only commit to your leave plans on confirmation from your line manager authorising your request for leave. If your application for leave is refused, your line manager will notify you as soon as possible. If you wish to dispute your line manager's decision to decline your annual leave request, you may use the procedures in BSBC's grievance procedure. Where there are conflicting annual leave requirements, priority will be given to the member of staff whose request was received first, subject to Church needs. Should you take unauthorised annual leave you may be subject to disciplinary action, including dismissal.

5. Taking leave in advance of accrual

Leave accrues monthly in advance, at the rate of one twelfth of your annual leave entitlement. It is for your line manager to decide whether to authorise a request for leave in advance of accrual.

6. Carrying forward annual leave

You may only carry forward a maximum of 5 days unused annual leave and additional days will be forfeited, unless you obtain prior approval from your line manager for exceptional circumstances. Normal carry over must be taken by the end of the following February after the end of the annual leave year to which the unused holiday relates.

7. Exceptions to carrying forward

You may be eligible to receive payment in lieu of unused annual leave, which exceeds 5 days in total if the operational needs of BSBC have inhibited you from taking your annual leave. Should BSBC decide to make payment in lieu of leave on the basis of the above, payment will be made at the normal daily rate for the accumulated leave due.

8. Sickness during Annual Leave

Employees who are ill during a period of annual leave may postpone that annual leave and treat that absence period as sick leave instead. This rule applies whether the illness begins before or during the holiday period.

Holidays which cannot be taken during the holiday year in which they are earned may be carried over into the next holiday year if the employee is unable or unwilling to take annual leave during the period of sickness absence.

However, only a maximum of 4 weeks of holiday entitlement for each holiday year must be carried over and holidays must be taken within 18 months of the end of the holiday year in which the holidays accrue.

Annual leave may only be reclaimed by staff where their sickness is confirmed by receipt of a GP or hospital medical certificate. If you are ill during a period of annual leave you may be able to reclaim the time as sick leave if you:

- ring your line manager on the first day of sickness and
- provide a medical certificate (regardless of the length of absence).

9. New Members of Staff

If you join BSBC part-way through the annual leave year, your entitlement to annual leave will be proportionate to the amount of time left in the annual leave year. During your first year of employment with BSBC, the amount of annual leave you may take is limited to the amount accrued at that time. Notwithstanding the rules of accrual (set out above), every effort will be made to meet your needs in respect of commitments to holidays already arranged.

10. Public Holidays

In the unlikely event that you are required to work on a public holiday, time off in lieu will be given for the days or hours worked.

11. Late Return from Annual Leave

If for any reason, you know that you will be late returning from annual leave you must notify your line manager of the late return as soon as possible and discuss and agree revised arrangements i.e. additional annual leave, unpaid leave or other arrangements. Failure to do so will render you liable to disciplinary action for unauthorised absence.

12. Termination of Contract of Employment

If you are working out your notice period, you will only be guaranteed annual leave during that time if either:

- the annual leave was booked prior to the start of the notice period; or
- the notice period runs between two annual leave calendar years and you have not taken your minimum statutory entitlement for the current year.

Annual leave requests submitted during the notice period will be approved where possible, but it may not be practicable to approve such requests because of the need for you to complete outstanding work or hand over to a successor. BSBC therefore reserves the right to refuse requests for leave made during the notice period and to make payment in lieu of annual leave. Unused annual leave, which has accrued but has not been taken, will be paid with your final salary; such payment will be subject to deductions for tax and national insurance contributions. Where annual leave taken exceeds the numbers of days accrued at the date of termination, BSBC will deduct the appropriate, corresponding sum from your final salary.

This policy was adopted by the Trustees on 12th October 2020 and will be reviewed every three years.