Walton Multi Academy Trust

Annual Leave Policy

Date reviewed by Governors:	December 2025
Next review date:	December 2028
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Walton Multi Academy Trust refers to all schools within the Trust.
When referring to Trust Boards, this includes Local Governor Boards, and the term 'Governor' includes all Trustees or Local Board Governors.

ANNUAL LEAVE POLICY

1. Scope of Policy

This policy has been adopted from Staffordshire County Council.

2. Policy Statement

2.1 Employees are entitled to paid annual leave depending upon their length of continuous local government service and level of grade. A leave year runs from 1st April to 31st March.

2.2 This policy document is applicable to all employees except teachers, those employed on term-time only contracts (e.g. nursery staff) and casual employees.

2.3 Arrangements for Teachers preclude the necessity for annual leave entitlements. Provisions regarding the working time of various categories of teaching staff are contained in their relevant conditions of employment set out in the School Teachers Pay and Conditions Document. This is a statutory document; it also reflects the provisions of the 203 national Workload Agreement between the Government, employers and school workforce unions, including requirement for account to be taken of the need for Teachers to have reasonable work/life balance. (See page 7 for provisions relating to term-time only employees.)

3. Trade Union

3.1 There are many trade unions working within WALTON MAT who can assist with this process. It is recommended that a trade union representative be contacted at the earliest stage so that appropriate advice, guidance and support can be offered to the employee.

4. HR Units

4.1 The HR department can assist with the interpretation and application of this process. It is recommended that an HR representative be contacted at the earliest stage so that appropriate advice, guidance and support can be offered to both the manager and employee.

5. Levels of Authority

5.1 Throughout this policy document, there are many references to 'manager'. For the purposes of this policy 'manager' is the person delegated by WALTON MAT to perform the task. The manager could vary according to WALTON MAT staffing structures, but is likely to be the employees line manager or business unit manager. For further clarification please check with your HR department.

6. Provisions

6.1 Your Entitlement

Your paid annual leave entitlement is worked out in accordance with the table below:

SALARY	0-4	5-14 YRS	15-24 YRS	25 YRS PLUS
Up to SCP 11	25	30	31	32
Point 12 - 22	25	30	31	32
Point 23 - 34	27	31	32	33
Point 35 Plus	28	32	33	34

This table includes 3 discretionary days for the Christmas period.

6.2 If you are a Craft worker falling within the scope of the JNC 'Red Book' Agreement your entitlement to annual leave is as follows:

	0-4 YRS	**5-14 YRS**	**15+ YRS**
Craft employees	24	29	29

This table includes the 3 discretionary days for the Christmas period.

6.3 If you are a Youth worker falling within the scope of the JNC Agreement your entitlement to annual leave is as follows:

	0 – 4 years	**5 years +**
Youth worker	30	35

6.4 If you fall under the Soulbury Terms and Conditions your entitlement to annual leave is as follows:

	0 – 4 years	**5 – 14 years**	**15 – 24 years**	**25 years +**
Soulbury	28	32	33	34

In addition all employees are entitled to a number of public and extra statutory leave days – 10 days per year in total.

6.5 If you are a term-time worker you are entitled to annual leave and public holidays proportional to a whole year employee's entitlement.

6.6 If your office closes during the Christmas period you will be expected to book three days annual leave from your entitlement above to cover this period. If your workplace does not close over the Christmas period you do not have an automatic right to take time off over Christmas. You will need to apply for leave and time off will be granted subject to operational need.

6.7 There is also an expectation that you will use annual leave to cover for emergency needs or for balancing your work responsibilities with your home responsibilities. (However, other types of paid and unpaid leave are available under particular circumstances and you should discuss the use of any of these options with your manager.

7. Casuals

7.1 Casual workers will accrue paid annual leave as they work. Casuals have the right to request to take any accrued time as paid leave from work, up to a maximum of 28 days per annum. Applications for leave from casual workers will be considered in the same way that contracted employees are considered (ie. subject to operational needs). Please note that paid leave cannot be taken in advance of it being accrued. Managers must monitor leave hours accrued, and advise casual workers of any outstanding annual leave remaining.

For any hours worked, accrued annual leave will be paid automatically each month in accordance with the statutory accrual rates set out in the casual and zero hours guidance document.

The basis for calculation is 12.07% of an hour for each hour worked.

For example:

A casual has accrued/worked 13 hours. The calculation would therefore be:

13 hours accrued/ worked x 12.07% = 1.56 (decimal hours) holiday and pay

8. New Starters

8.1 If you are starting work part way through a leave year (which runs from 1st April to 31st March) you will be entitled to a proportion of the holiday entitlement listed in the above table, depending on the date that you start working for WALTON MAT. This is worked out on the basis of 1/12th of the entitlement for every complete calendar month that you have or will work during the leave year. You will be entitled to Bank Holidays as they fall.

9. Part Time Employees

9.1 If you work less than 37 hours per week but work the same number of hours every week you are entitled to a proportion of the holiday entitlement listed in the above table(s) depending on how many hours you work per week. The entitlement in the table is based on someone working for 37 hours per week. If you work half of that, 18.5 hours per week, you are entitled to half the amount of holiday. If you work, for example 22 hours per week you are entitled to 22/37ths of the holiday entitlement applicable to someone with your grade and length ofservice.

10. Employees Who Do Not Work Fixed Hours Every Week

10.1 Lots of people do not work the same fixed hours every week. If your job is like this you are still entitled to paid holiday entitlement and this will be worked out based on your salary grade and length of service, just like everyone else. Your annual leave entitlement will usually be calculated based on the average number of hours that you work over a period of time and is accrued on a month by month basis. Your contract of employment should specify how your annual leave is going to be treated.

11. Bank Holidays

11.1 If you work part time you are entitled to a proportion of the bank holidays each year. Your entitlement to bank holidays is worked out in proportion to the number of hours you usually work, similar to the way your main holiday entitlement is worked out. If most of the bank holidays fall within your working week but you don't have enough bank holiday entitlement to accommodate this you will either have to book those additional days off as annual leave or work additional hours on another day to make up for having the time off. If very few bank holidays fall within your normal working week so that you have more bank holiday entitlement thanyou need you can simply take this time off as if it were part of your normal holiday entitlement.

12. If You Leave

12.1 If you leave your job part way through a leave year you will only be entitled to annual leave in proportion to the amount of time in the leave year that you have worked for WALTON MAT. The statutory maximum of 28 days (revised April 09) will apply for the purposes of deciding whether any holiday pay is due.

For example, if you were to leave exactly half way through the leave year you would be entitled to half the statutory full year entitlement. If, having taken account of the amount of leave you have actually taken, you are still owed some annual leave you can be paid for this.

As soon as you are aware that you are going to leave your job, check how much leave you are entitled to so that you do not take too much.

13. End of Leave Year

13.1 You should make every effort to take all of your annual leave in the leave year that it is granted in and you will be encouraged to do so. Managers must monitor leave hours accrued and advise you of any outstanding annual leave. If, at the end of the leave year, you still have annual leave that you have not taken your manager will only grant permission for you to carry forward your leave in certain circumstances. If not covered by the below, untaken leave will not be able to be carried forward and will be lost.

13.2 If you have been unable to take some or all of your statutory holiday entitlement as a result of being off sick, then you are entitled to carry forward up to 20 days of your untaken statutory leave into the following leave year (less any already taken). You have up to 18 months from the end of the leave year in which it was accrued to take this carry forward amount.

13.3 If you have been unable to take annual leave before the start of your maternity/adoption/shared parental leave due to an earlier placement date or birth, or where maternity/adoption/shared parental leave overlaps with annual leave, you are allowed to carry forward your untaken statutory holiday entitlement (28 days / 5.6 weeks) to take in the following leave year. Line managers will have discretion to approve carry forward of untaken contractual leave.

13.4 If you have been unable to take your leave due to operational reasons, you can only carry forward a maximum of 5 days into the next leave year and you must have your manager's permission to do this. You must take this portion of leave in the first 6 weeks of the new leave year. You should alert your manager as soon as possible if you think that this may be the case.

13.5 In exceptional circumstances, where it is agreed that you have not been given a reasonable opportunity to take the statutory 20 days leave, you may be entitled to carry forward more than the 5 days outlined in 13.4.

14. Sickness and Annual Leave

14.1 The working time regulations now means that employees who are absent through long-term sick leave, who have exhausted their entitlement to sick pay, are not entitled to paid leave during that period. The purpose of the regulations is to ensure minimum health and safety standards in relation to working time, so that employees can expect a minimum period of leave from the pressures of work. Therefore, allowing an employee to claim paid annual leave whilst they are on long-term sick leave would be a windfall for the employee that is not intended by the Working Time Regulations (1998).

14.2 Similarly, employees whose employment is terminated after 12-month periods of absence through sickness are not entitled to payment for holiday pay for "leave" they have not taken while away from work on sick leave.

15. Term-Time Only Employees

15.1 Term - time employees are not required to be on duty for most of school closure periods and their patterns of attendance vary according to their individual contracts of employment as agreed. The formula used for the payment of term -time employees incorporates an allowance for leave. The formula:

- begins with the number of weeks actually worked by the individual employee
- builds in a pro rata allowance for annual leave and public holidays
- creates a level of pay weeks, which increases with length of continuous service
- spreads salary payments over equal monthly instalments

15.2 The salaries of term - time employees working 37 hours per week are calculated as follows:

spinal column point salary x pay weeks

52.14

15.3 Part-time, term-time only employees have their salaries calculated as: spinal column point salary x weekly hours x pay weeks

37 52.14

16. How to Apply For Annual Leave

16.1 If you have an annual leave entitlement, you should complete an annual leave request online form identifying both the start date and end date and the number of days leave you are applying for. This form then needs to be authorised by your manager.

17. Right of Appeal

17.1 The granting of leave is subject to operational needs and there may be occasions where leave cannot be granted. However, entitlement to leave will be granted on most occasions when unexpected or unforeseen circumstances occur. Clearly, you must tell your manager as soon as practicable what reasons you have for being absent from work and how long you expect to be away.

17.2 Disagreements in relation to the use of Annual Leave are dealt with by use of the WALTON MAT Grievance procedure (please see policy).

18. Further Advice and Information

18.1 If you need any further advice about how this policy applies to you please contact your manager or the HR department.

18.2 If you are considering taking maternity or adoption leave particular arrangements apply to the accrual of annual leave. Please refer to policy documents for further guidance.

18.3 Further background information on this topic is available on the following Websites:

www.berr.gov.uk www.acas.org.uk
www.acas.org.uk
www.lg-employers.gov.uk

See also national conditions of service and local agreements before determining or issuing advice.

19. Other Contacts

20.1 Please note that WALTON MAT takes no responsibility or liability for any material produced by or contained in external sites or for any advice or services given by external organisations. It is the responsibility solely of each person to decide whether or not they use any such material, advice or service.

This information can be made available in a range of formats and languages, including Braille and large print. If this would be useful to you or someone you know, please contact the HR department.