



Annual Leave and Other Planned Leave Policy

Including Volunteering and all other planned leave

Policy Statement

This policy covers planned leave. For any unplanned leave due to sickness or other events are covered within the Sickness Absence and Unplanned Leave Policy.

The annual leave year runs from April to March and full-time staff may take **30 days** holiday per annum in addition to statutory leave and Bank holidays. You may carry over **no more than 5 days** unused leave into the next annual leave year.

In line with Spirit's commitment to volunteering all staff may take to **3 days paid leave per annum** for volunteering.

These allowances are all adjusted pro-rata for part-time staff.

Policy Guidelines

1. Annual Leave

All Spirit staff have an annual leave allowance of 30 days (pro-rata for part-time staff). Our leave year runs from April 1 to March 31. If you do not use all your annual leave you can carry forward up to 5 days into the next leave year (again, pro-rata for part-time staff).

You must get your line manager's approval for all annual leave by email and include it in your and their Outlook diaries. All staff should ensure that they do this:

- ✂ **At least 2 weeks before** you plan to take time off
- ✂ **Before** you book a holiday.






Once it is agreed you should record it in the annual leave spreadsheet in Egnyte. If you want to take more than 2 weeks leave in one block this needs to be signed off by SMT to ensure that we have cover for the period. Please speak to your line manager in the first instance.

As we are a small team it is important that you check who else has already booked time off over the same period, especially in the summer and around busy holidays like Christmas. We do try and ensure that people can take the leave they want, but we must balance this with ensuring we can cover business needs. Please do check who else has booked leave at the time you want it. This includes ensuring there is cover for the business within your sub-team at any one time, and where we require one member of a team to be in at all times (for example members of SMT), you need to negotiate annual leave in advance with those team members to ensure that we have cover.

Spirit reserves the right to close the office for up to 3 non-Bank Holiday days over the Christmas period. You must ensure that you have enough annual leave to cover this time and mark those days as annual leave. Spirit will confirm which dates these are as soon as possible each year.

Annual leave is for you to have a rest and enjoy yourself, and we don't expect anyone to be working while they are away.

We do expect that you will:

-  Clearly mark annual leave in your and your line manager's calendar as soon as it is signed off by your line manager;
-  Input the leave dates into the team's Annual Leave planner;
-  Set an external Outlook Out of Office message with a named contact before you leave the office.
-  Talk to your team and line manager about any work that needs to be picked up while you are away.
-  Come back on the date you said you would – returning late from leave is a disciplinary matter unless you have advised your line manager of illness or other unavoidable circumstance.

Spirit will pay staff for accrued annual leave not taken when your employment with us ends. We calculate leave owing proportionate to the end of contract date.

If you work part-time, we calculate your leave entitlement pro rata based upon your contracted hours.

2. Public Holidays

We recognise 9 UK public holidays as paid leave days (there are 8 in England but as a UK organisation Spirit observes the extra Scottish New Year Bank Holiday). For staff based outside Scotland, Spirit reserves the right to designate the day to be taken for this additional Bank Holiday, within 1 week of the official date. Staff in Scotland may elect either to take leave on that day or on the official Scottish date.

If additional public holidays are issued by the UK or devolved Scottish government we will honour these for staff as paid leave e.g. Coronation, Jubilee.

If, in exceptional circumstances, Spirit requires you to work on public holidays, we will pay you, or offer you time off in lieu, as agreed with your manager.

Bank Holiday entitlement is calculated on a pro-rata basis for part-time staff.

3. Time off for Voluntary Activities

Spirit exists to support and promote volunteering and social action, and so we encourage our staff to get involved too. You may take up to 3 days paid leave per year to volunteer. This may involve serving as a School Governor or charity board member, training as a 'Dementia Friend', or hands on work for a charity or event.

Please agree time you plan to take off for volunteering with your manager in advance. **Remember to mark the time out of the office in your calendar and on the Annual Leave planner.** Unused volunteer days do not accrue into the next leave year. Volunteer days are pro-rata for part-time staff.

This time should be taken in half and whole days as far as possible.

When you take time off to volunteer, be prepared to report back to Spirit in team meetings, by email and / or by tweeting or writing a blog for our website.

4. Time off in Lieu (TOIL)

We occasionally require staff to work at weekends or outside normal working hours. As Spirit does not pay overtime, you are entitled to take a reasonable amount of time off in lieu (TOIL) to compensate for weekend working requirements or, for part-time staff, additional days worked outside their normal working pattern.

You should calculate TOIL on a real time basis, not time and a half or double time. You may claim for the hours you worked plus any travel time (including travel from home to the office and back if that applies), to the nearest day or half day.

You should take TOIL as soon as possible to reflect the compensation for working additional hours and ensure you get sufficient rest in a week. It should definitely be taken within 1 month of the time worked and you must clear it with your line manager in the same way as you book annual leave, recording it in Outlook and, ensuring that you state clearly which weekend commitment the TOIL relates to.

You **must not** anticipate TOIL and take time off before an event, or deliberately attend weekend events in order to accrue TOIL.

We may sometimes ask you to work extra hours during the normal working week (i.e. at times which fall beyond the Spirit flexible working window of 8am to 6.30 pm), for example to attend evening events or in very busy periods.

Extra weekday hours are not eligible for TOIL. You should use Spirit's flexible working policy to adjust your working hours within the week to take account of this, for example, by starting work later or leaving earlier on other days. If this is not possible, you must discuss

this with your line manager to arrange an alternative option. We expect that staff will use their discretion and common sense about taking time back.

In line with the flexible working policy any variation in working hours in the week should be clearly marked in your Outlook diary to ensure other team members know when you are and are not available.

5. Study Leave

As part of your development, Spirit pays for a variety of training options through the year including team days, conferences, webinars, coaching, training and study courses.

Any training requirements should be discussed as part of your PDP meetings with your line manager. Any training or study courses need to be approved by your line manager and the Head of Finance and Operations through the normal Procurement Policy guidelines.

If there is a requirement in a study course for study leave this will be considered as part of the proposal presented for approval. If appropriate Spirit will allow up to one day a month paid leave to take part in lectures or complete coursework.

Any requests for study leave as part of a study course must be agreed by the Chief Executive.

All study leave taken must be agreed, similar to annual and other leave, with your line manager ahead of time and noted in your Outlook calendar and the Team Leave Calendar.

6. Recording Leave

In addition to maintaining your Outlook Calendar you should record all types of your planned leave in the Team Leave spreadsheet in the HR file in Egnyte.

7. Monitoring and Review of this policy

We will review this policy once every three years, or if an issue arises that requires us to amend it for example change to relevant legislation. We will train staff in the process and hold refresher training annually so all staff know what to do if an issue arises.