

# Holiday and Time Off



## Requests for Holiday and Time Off

All employees are entitled to paid annual leave. We promote employee well-being; this is a crucial time for our team to have fulfil a work and home life balance.

However, we do recognise that we must ensure consistency for the setting and its users, namely the children and families whom access the nursery.

## Procedure

- Where possible Two weeks' notice of your proposed holiday dates should be given to your manager through your usual holiday request procedure.
- Your manager will consider your request and return your holiday form to you signed and stating the authorised dates. Your manager will make every effort to ensure that holiday requests are granted wherever possible. However, there may be occasions when a request might be refused. Your manager's decision on holiday requests is final and this is non-negotiable.
- Holidays are only permitted once the agreed authorisation is given by the manager.
- Any un-taken holiday may not be carried forward to the next year and no payment will be made in lieu of any un-taken holiday
- No holiday should be booked before prior consent is received as this can lead to disappointment.
- No paid holiday entitlement may be taken during the first 3 months of the 6-month probation period
- Holidays booked prior to starting at Tiny Oaks Day Nursery should be declared during your interview which may be authorised as unpaid leave / using the holiday allowance. This is at the discretion of the manager / director.
- Employees do not have the ability to request unpaid leave
- The nursery is closed during the Christmas to New Year period, this period of leave will be deducted from their annual entitlement
- On termination of employment holiday entitlement will be calculated to the nearest full month worked. Holiday pay is made at your basic rate, and if you leave having taken in excess of your accrued holiday entitlement, the company reserves the right to deduct the appropriate amount from your salary.
- Holidays must be taken at a time convenient to the Company
- Holidays are given on a first come, first served basis.
- If a holiday request is received which is deemed to be unfair and unreasonable to the rest of the team this may be refused i.e., a request for 5 Fridays in a row is likely to be refused as this may potentially stop other employees taking leave for 5 whole weeks
- All holidays booked must be authorised and agreed by the Nursery Manager in advance
- Holiday adjustments, cancellations and reviews are at the discretion of the manager and director.
- Annual leave must be spread throughout the year, taking leave in each term. This is to ensure that you are able to use all of the allowance and for your wellbeing.
- No annual leave will be authorised the week prior to the Christmas closure week due to covering unforeseen absences and / or illnesses, completing the Christmas close down and deep cleaning



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## Other Absence

### **Appointments**

You are normally expected to ensure that appointments to visit the doctor, dentist, hospital etc. are made in your own time and outside normal working hours unless prior arrangements have been made with the Nursery Manager. In the event that this is not reasonably practicable, time off work will be permitted to attend such appointments providing that the appointment is substantiated with an appointment card (if requested) and the timing of the appointment causes as little disruption as possible, i.e. at the beginning or end of the working day. Time off for appointments is unpaid, however at the discretion of the company.

### **Bereavement Leave**

In the event of the death of an immediate family member, i.e.: spouse/partner/mother/father/son/daughter, employees will be granted appropriate time off work, the amount of which will be at the Company's discretion.

In the event of the death of an extended family member i.e.: grandfather/grandmother/sibling/grandchildren or close friend, the Company will consider requests for leave and grant it at its discretion. Payment will be at the discretion of the Company, after careful and sympathetic consideration has been given to individual circumstances.

## Statutory Time Off

### **Paternity Leave/Pay**

You will be entitled to choose to take either 1 week or 2 consecutive weeks' paternity leave (not odd days) if you:

(a) Have been continuously employed for at least 26 weeks prior to the 15th week before the expected week of childbirth ('EWC') or by the week in which an Approved Adoption Agency matches you with a child.

(b) Continue to work for the Company from the 15th week before the EWC up to the date of the baby's birth.

(c) You must have given notice of your intention to take the leave in or before the 15th week before EWC, specifying the EWC, length of period you have chosen to take and the date you have chosen the leave to begin which must be a date on or after the date your baby is born. Your leave must be

completed within fifty-six days of the actual date of birth of your baby, unless they are born earlier than expected, in which case you must take your leave between the birth and fifty-six days from the first day of the expected week of birth. You will be paid statutory paternity pay (SPP) for this leave at the standard rate or 90% of your average weekly earnings if this is less, provided that you have provided the Company with a completed self-certification form as evidence of your entitlement to SPP and have notified the Company at least 28 days before the commencement of your paternity leave. A model self-certification form called "SC3 Becoming a Parent" is produced by H M Revenue and Customs and may be obtained on their website.

(d) Have or expect to have responsibility for the child's upbringing and are either the biological father of the baby or are the mother's husband or partner (which includes same-sex partners).



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In respect of paternity leave where the child has been adopted, you must provide notification in writing of your intention to take leave in respect of a child no more than seven days after the date on which you are notified of having been matched with a child or if that is not reasonably practicable, as soon as is reasonably practicable. Certain information must be given. Please contact the Company for further information.

## Adoption Leave Pay

If you are adopting a child and you meet certain qualifying conditions, you have the right to take 26 weeks Ordinary Adoption Leave and the right to an additional 26 weeks of absence. Statutory adoption pay is payable for up to 26 weeks at the standard rate set by the Government or 90% of your average weekly earnings if this is less.

## Jury Service

You are entitled to time off work to fulfil your obligations with regards to jury service. If you are summoned to attend for jury service you must notify the Company immediately on receipt of the jury summons, giving details of the dates you are required to attend court and providing a copy of the summons. If you are retained on jury service for a prolonged period, you have an obligation to notify the Company and you must keep in regular contact throughout. Following your release from jury duties you must return to normal working immediately. If on any day during the period of jury service you are released early, you must make every effort to attend work on that day. If in doubt, please contact the Company for guidance. You are reminded that an expenses claim should be submitted to the court in accordance with the available allowances for travelling, subsistence, and your financial loss. You are not entitled to payment from the Company for this time off as you can claim allowances from the court.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>16/1/2023</i>	<i>m khaira</i>	<i>16/01/2024</i>

