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| Approver                     | Operations Committee   |
| Pre Board Committee Scrutiny | Executive Team/Staff Consultation  |
| Date Approved                | March 2024   |
| Classification               | Policy   |
| Title                        | Leave Policy (and Procedure)   |
| Revision Date                | 5 March 2024   |
| Revised by                   | Director of Finance and Business Support & HR Manager  |
| Next Revision Date           | March 2027   |
| Related Documents            | Code of Conduct<br>Absence Management Policy & Procedure<br>Disciplinary Policy & Procedure<br>Maternity Leave Policy & Procedure<br>Pay and Benefits Policy<br>Special Leave Policy<br>Health and Safety Policy |
| Location of Electronic Copy  | F:\Live Policies\HR  |

## **1. VIEWPOINT'S VALUES**

1.1 Viewpoint is here to help people enjoy their later years. Everything we do is about realising this vision, which is supported by the following straightforward set of values:

- Inspire with positive smiles and words;
- Say 'yes I can, and I will;'
- Celebrate age, experience, and wisdom;
- Do according to our customers' wishes and ambitions;
- Treat people (everyone is a VIP) as we would a "loved one;"
- Work hard, have fun and laugh;
- Stay courageous, creative, and ahead of the game; and
- Work with those that share our values.

1.2 These promises shape us. They are a commitment to our tenants, residents, staff, and suppliers. They are fundamental to every single plan, decision, and project we embark on.

1.3 Ensuring that we have systems and processes in place will support us to deliver those plans, decisions, and projects, in accordance with our vision and values.

## **2.0 POLICY STATEMENT**

2.1 Viewpoint recognises the importance of supporting our people in a way which promotes and sustains positive, productive and safe working environments.

2.2 The aim of the Annual Leave Policy (and associated procedures) is to provide a standard and equitable approach to the management of annual leave for employees while ensuring the effective operations of Viewpoint are maintained and delivery of services to tenants are uninterrupted. This Policy explains employees' entitlement to annual leave and the accompanying procedure sets out the application process.

## **3.0 SCOPE**

3.1 This Policy applies to all employees who work under a contract of employment with Viewpoint.

## **4.0 AIM**

4.1 Our annual leave policy is designed to foster a healthy work-life balance, recognizing the importance of rest for our employees' well-being and productivity.

4.2 For reasons of health and well-being managers must ensure that employees take all their annual leave in the relevant annual leave year, other than in exceptional circumstances.

- 4.3 At all times, the primary consideration will be the effective running of Viewpoint, and in particular the service provided to our tenants and residents. Line Managers are responsible for the effective planning of annual leave within their teams to achieve this.
- 4.4 The holiday year runs from 1<sup>st</sup> April to 31<sup>st</sup> March.
- 4.5 All annual leave requests must be approved by the employee's Line Manager either using the Sage HR Management System or Annual Leave card in advance of the leave being taken. Line Managers will consider and respond to requests for annual leave without undue delay.
- 4.6 Whilst annual leave requests will not be unreasonably refused, Line Managers must ensure that the work of Viewpoint and colleagues will not be adversely affected by the absence requested to the extent that Viewpoint is unable to meet its objectives and service levels. Where this will be compromised, this may mean on occasions that requests for leave are not granted, however, where possible, discussion should take place with the employee and consideration given to options which would allow the leave to be taken at an alternative time.

## **5.0 LEGISLATION / RELATED POLICY**

- 5.1 The legislation that covers annual leave entitlements is primarily governed by the Working Time Regulations 1998. These regulations stipulate various aspects of annual leave, including the minimum entitlement to paid leave, which is currently set at 5.6 weeks per year for full-time employees (pro-rated for part-time employees). Additionally, the regulations outline rules regarding the calculation of leave entitlement, carry-over of unused leave, payment in lieu of leave, and other related matters.

## **6.0 ANNUAL LEAVE ENTITLEMENT**

- 6.1 For all employees, annual holiday entitlement is as set out in the Contract of Employment. During the first and last year of service annual leave entitlement will be calculated on a pro rata basis.
- 6.2 Included within the entitlement above are six paid Bank Holidays, which are determined by the Association are granted as laid out in the Contract of Employment (Sheltered Housing and Care staff do not automatically receive non-working days on these Bank Holidays, due to the needs of the service, but will be compensated for these at a later time).
- 6.3 Employment legislation states that pay and conditions for part-time employees should be pro-rata that of full-time employees.
- 5.4 Therefore, all holiday entitlements set out by Viewpoint for employees who work part-time, including job share, will be calculated on a pro-rata basis (of that of comparable full-time employees ).

## **7.0 PERIODS OF EXTENDED ANNUAL LEAVE**

- 7.1 Occasions may arise when an employee wishes or needs to take an extended period of annual leave i.e. all or most of their entitlement at once or an even

longer period of annual leave or more than two consecutive weeks. Such requests should not be unreasonably refused but this will be at the Heads of Service/Director's discretion as service needs must take priority.

## **8.0 SELLING ANNUAL LEAVE AT THE END OF THE LEAVE YEAR**

8.1 Viewpoint encourage employees to take their full entitlement and to spread out their holiday throughout the year. However, we recognise that some employees may wish to take longer or shorter periods of holidays and for this reason we operate a policy of allowing all employees the opportunity to sell some holiday entitlement, subject to certain conditions (details within the procedure).

## **9.0 ANNUAL LEAVE PROCEDURES**

9.1 For procedures to be followed in relation to this Policy please consult the Annual Leave Procedure.

## **10.0 MONITORING OF POLICY**

10.1 The Human Resources Team has responsibility for ensuring that this Policy is followed, fairly and consistently. Their duties will include:

- Ensuring that the policy and procedure are maintained and updated accordingly in line with any organisational changes or legislative changes; and
- Providing advice and support in the application of this policy in individual cases.

10.2 Line Managers have a responsibility to ensure:

- Employees take the statutory amount of leave within the current leave year;
- Ensure employees are aware of any pressurised times within the year and may need to decide within the team of a fair and consistent way for those wishing to take time off at the same time i.e. school holiday, Christmas etc. – this will ensure that leave is authorised fairly and consistently; and
- Ensure that the needs of the service are met.

## **11.0 POLICY REVIEW**

11.1 This Policy and accompanying Procedure will be reviewed 3 years from date of approval, or earlier if legislative or other changes necessitate this.

