



KERR MACKIE PRIMARY SCHOOL

ANNUAL LEAVE POLICY FOR STAFF ON FULL YEAR  
CONTRACTS

Adopted by Kerr Mackie Primary School Resources Committee  
on 16 January 2017

Signed by Chair of Resource: Richard McGinn, 16 January  
2017

A handwritten signature in blue ink, appearing to be "R McGinn", written over the year "2017".

To be reviewed by 16 January 2020



RRSA Standard A: Rights Respecting values underpin the leadership and management of the school. With this in mind, these articles/this article underpins the following policy:

**Article 28**

Every child has the right to an education. Primary education must be free. Secondary education must be available for every child. Discipline in schools must respect children's dignity. Richer countries must help poorer countries achieve this.

## **Purpose**

This policy relates to all staff who are on full year contracts and have holiday entitlement to book throughout the year. The aim is to ensure that as a school we continue to provide a high quality education in a safe, clean environment whilst supporting the needs of staff and their need to take annual leave.

## **Annual Leave**

The annual leave year will run from 1<sup>st</sup> April to 31<sup>st</sup> March. The annual leave entitlement will be determined on an individual basis with guidance being sought from Leeds City Council Human Resources as required.

## **Agreeing Annual Leave**

All holiday taken is at the discretion of the Headteacher and must be authorised in advance.

The expectation is that most leave should be taken during the school holiday periods, especially if the post holder is classroom based.

Subject to the approval of the Headteacher, up to a maximum of two weeks of the entitlement may be taken during term time, subject to the two weeks being non-consecutive and only where operational aspects of the school can continue to be met. This is not applicable if the post holder is classroom based. If two consecutive weeks are required these must be taken during the summer holiday period.

When requesting leave employees should adhere to the following guidelines:

- Most holidays should be planned well in advance. At the start of the annual leave year the employee should meet with their line manager and request and schedule in as much holiday entitlement as possible (preferably at least 50%).
- For the remainder of the holiday to be booked the following periods of notice should be given:

For a one week holiday period or more – requests should be made 6 weeks in advance of the date the leave is required.

For periods of less than one week – requests should be made 4 weeks in advance.

Exceptionally, requests for a 1 or 2 day leave period will be considered with shorter notice periods. However, this is with the understanding that the shorter the notice period the more unlikely the request for leave will be granted, due to constraints of finding cover for duties at short notice.

In considering any request for leave, the headteacher will seek to balance the needs of the member of staff with the requirements of the school. There will be occasions where leave is not granted and this will be due to being unable to arrange appropriate cover for essential duties. The likelihood of this will increase where requests are made at short notice hence the notice periods outlined above.

### **Carry-over of Annual Leave**

It is expected that within the annual leave year employees should be provided with the opportunity to take all their annual leave as the school believes this is important to staff health and well-being. In exceptional circumstances, and only with the prior agreement of the Headteacher, up to 5 days may be carried forward. In such exceptional circumstances these carried forward days must be taken by end of May in following holiday year unless otherwise agreed.