



Annual Leave Policy

“Learning together, to be the best we can be”

- 2.5. During the first 6 months of service, leave entitlement should be proportionate to the number of completed months of service. Employees may use their minimum leave entitlement during this period. For example, an employee in their first month of service should not, under normal circumstances, exceed 1/12 of their annual leave entitlement. Requests for leave above the accrued entitlement during the first 6 months of service may be discussed with the Line Manager.
- 2.6. A new starter must be scheduled to work all the 'working days' in their first calendar month to accrue leave for that month. E.g. if a new starter's contract is due to begin on 2 September, they would be entitled to 12 months' leave entitlement because they will have attended work on all the scheduled working days in September. If their contract was due to start on 3rd September, that month would not be included in the calculation of leave.

3. Changes

- 3.1. With regard to annual leave and

Christmas Day
Boxing Day

8.2. Unlike annual leave, statutory leave is not subject to the pro-rata calculation for employees leaving or joining the Trust partway through the leave year.

