

EDBF WORK-LIFE BALANCE HOLIDAYS POLICY

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Related Documents	
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Scope	<p>This Policy applies to all EDBF and EDPS Ltd employees. EDBF reserves the right to amend this policy at its discretion at any time. It does not form part of any employees' contract of employment with EDBF.</p> <p>Where EDBF is referred to in this policy, it is used as an umbrella term for both EDBF and EDPS Ltd.</p>
Extensions	None
Exclusions	Agency workers and self-employed contractors.



Holidays Policy

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1. Policy Statement

All full-time employees receive an annual holiday allowance of 25 days plus public holidays, this is pro rata for part time employees. The holiday allowance period runs from the 1st January to the 31st December.

Holidays must be taken at a time convenient to EDBF to a maximum of three weeks in any one block. Sufficient notice and intention to take holidays must be given and all holiday must be approved by your manager before taking them.

You are requested to conform to existing departmental requirements when requesting annual leave. Every effort will be made to meet your requests for particular periods of leave but, in exceptional circumstances, a request may have to be refused. Ideally the minimum notice for holidays should be one week's notice (5 working days) but the agreement to holiday being given at shorter notice is at your manager's discretion.

Holidays are recorded on the PeopleHR system and you can request your holiday online. You must obtain prior approval from your manager for your holiday dates and provide as much notification as possible. Your manager will give due consideration to all holiday requests but approval of holiday requests is not automatic and we reserve the right to refuse requests. In such cases, we will not be liable for cancellation costs where prior approval has not been obtained.

This policy does not form part of your contract of employment and it may be amended at any time.

This policy is effective from 01 January 2020 and the increase in holiday entitlement cannot be requested prior to this date.

2. Who is Covered by the Policy?

This policy is intended to apply to all employees of the Exeter Diocesan Board of Finance (hereafter referred to as EDBF) including full-time, part-time and fixed-term contractors who are on EDBF payroll. This policy also applies to all employees of EDPS Ltd.

This policy does not apply to agency workers, consultants or self-employed contractors.

3. Entitlement

On entry to EDBF's employment all full-time employees are entitled to annual leave based on 25 days holiday per calendar year in addition to eight public holidays. These public holidays are as follows: Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday, May Day, Whit bank holiday, and August bank holiday. This equates to 6.6 working weeks (to enable part-time employee leave to be calculated on a pro-rate basis). This is a full year's entitlement and is accrued monthly and in the



first year of employment should only be taken once accrued, unless agreement of the Diocesan Secretary is obtained. Other terms may apply to individuals and these will have been notified.

All part-time employees will be awarded holiday on a pro rata basis, calculated on contracted hours to include their pro rata entitlement for bank holidays. Every time a bank holiday falls on a day that they would have normally worked, they should deduct the number of hours they would have worked from their annual leave total.

You must obtain prior approval from your manager for your holiday dates by providing as much notification as possible. We reserve the right to refuse requests and will not be liable for cancellation costs where prior approval has not been obtained.

The normal contractual working week for a full-time employee is 36.25 hours with a normal working day being based on 7.25 hours.

Holiday entitlement for a **full-time employee** is therefore calculated as follows:

$$25+8 (33 \times 7.25) = 239.25 \text{ hours holiday per annum}$$

Holiday entitlement for a **part-time employee** (in this example based on working 18.125 hours per week) is therefore calculated as follows:

$$(18.125 \div 36.25) \times 239.25 \text{ hours holiday per annum} = 119.625 \text{ hours per annum}$$

Note: part-time employees who work different hours of work should substitute the hours of work that they are contracted to work in replacement for the (18.125) listed above in order to calculate their annual holiday entitlement.

Any time that an employee takes holiday (be it a public holiday or not) and as a result works less than their contracted number of hours in the working week, the number of hours taken as holiday should be subtracted from that employee's remaining balance of holiday entitlement for the year.

4. Christmas and New Year Period

The Diocesan offices are usually closed for the period from 12:30pm on Christmas Eve to New Year's Day inclusive. Those additional days necessary to facilitate this are regarded as privilege days and are in addition to your normal entitlement shown below.

Privilege Days

The extra days holiday given to employees between Christmas and New Year purely to cover the non-public holidays during this period and to allow the office to be closed are ex-gratia.

The ex-gratia days of holiday will also apply for other EDBF employees working externally in the community or who work from home.



These ex-gratia days of holiday are not part of the normal contractual holiday entitlement and a decision is taken each year as to whether they will be granted. How many and which days are granted will depend on exactly when in the week Christmas and New Year occur. If the Board chooses to close the office on certain days that are not public holidays and an employee would not normally be working on those days, then as they would not normally be working, the hours cannot be carried forward and taken at a different time. If an employee chooses to work these days (at home for example), the hours worked cannot be carried forward and taken at a different time.

5. Additional Days

Maundy Thursday

Full time employees may also take an additional half day holiday on Maundy Thursday.

This entitlement is pro-rata for part-time employees.

For a part-time employee (in this example based on working 18.125 hours per week) the pro rata Maundy Thursday hours entitlement would be calculated as follows:

$$(18.125 \div 36.25) \times 0.5 \times 7.25 \text{ hours} = 1.8125 \text{ hours}$$

If the half day holiday (or pro rata) is worked on Maundy Thursday, then the hours worked may be carried forward with the agreement of your manager and taken at a different time.

6. Procedure

All holiday entitlement is to be taken in the current calendar year running from 1st January to 31st December and in the interests of personal wellbeing we advise you to take all of your holiday in the current year. However, we appreciate that you may wish to have some flexibility and by mutual agreement with your manager, you may carry forward up to a maximum of five days (or an equivalent working week for part-time employees) into the next calendar year providing it is in excess of the statutory entitlement. Any such entitlement should be taken by the following 31st March. Any more than this would be in exceptional circumstances and require the approval of the Diocesan Secretary on recommendation from the People Team. Statutory holiday entitlement may not be normally carried over to the following year.

Any outstanding holiday entitlement not used up by 31st March will normally be lost.

If you are appointed or leave during the calendar year you qualify for a proportionate amount of leave according to your date of arrival or departure. If you leave during a year in which more paid leave has been taken than that to which you are entitled by your length of service during that year, you will be required to refund the amount of money already received in respect of that excess and this will be deducted from your final salary payment.



If your start of leave is during the calendar year you can calculate your entitlement by following these steps:

- Count the number of weeks between your start date and 31st December inclusively.
- Divide your full annual leave entitlement in days by 52.14 (weeks in a year).
- Multiply 1 and 2 to get the amended leave entitlement.
- If the final answer ends in:
 - 0.49 or less, round down to the nearest whole number
 - 0.50 exactly, leave it as a ½ day
 - 0.51 or above, round up to the nearest whole number.
- For example, the calculation for someone joining on 5th November 2018 would be:
 - Weeks between 5th November and 31st December = 8
 - Annual leave entitlement (25 days) divided by 52.2 = 0.4789
 - $8 \times 0.4789 = 3.83$ days Now round up to 4 days.