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### Annual leave guidelines (BREAKAWAY)

- During the term time only two staff are permitted to be off at any one time, this includes all staff.
- During school holidays and weekends only one staff member is permitted to be off at any one time, this includes all staff.
- Staff off is to include bank holidays and lieu time.
- Occasionally annual leave requests will need to be declined to enable the service to be delivered safely and to a high standard.
- Staff may swap their weekend with a staff member on the opposite weekend, if they are willing, to enable you to have the whole week off. Management would need to authorise this.
- Try to book annual leave as far in advance as possible as booking annual leave at the last minute can cause unnecessary work for management trying to rearrange the rota and booking staff to cover. In instances of last minute requests if, due to work demands, there is no time to organise cover, the request for leave will be declined.
- Keep a record of your own annual leave.
- Do not accumulate annual leave as it could become very difficult to get the dates you want towards the end of the annual leave year, and leave will not be able to be carried over onto the following year so it could be lost.
- Ideally, a maximum of two weeks leave to be taken at any one time. Up to three weeks can be agreed, after consultation with management. Any longer would need senior management approval.

Staff to spread their AL evenly through the year as leaving all AL to the end of the financial year might not be authorized if other staff have pre-requested

Management to send all staff's AL cards to HR (For Agresso) end of each financial year.

April 2024