

Live Active Leisure

ANNUAL LEAVE POLICY

INTRODUCTION

We want ***Our People*** to enjoy 'time out' to recharge their batteries and have some time away from the day to day norm of working life.

Live Active Leisure [the Company] provides an enhanced annual leave package which is pro-rated for part-time employees.

ENTITLEMENT

The Company's holiday year runs from 1 January to 31 December of the same year.

During the first 5 years of your employment with the Company, employees will be entitled to 28 days' annual leave plus 4 days fixed annual leave holiday, totalling 32 days.

Thereafter employees will be entitled to an additional 5 days after 5 years' continuous employment

Part-time Employees will accrue annual holiday entitlement on a pro-rata basis.

An employee's original start date with the Company is counted as the anniversary date; an employee's entitlement to the additional 5 days' annual leave starts in the 6th year of employment with the Company.

Additional holiday leave cannot be substituted for any financial settlement.

FIXED ANNUAL LEAVE HOLIDAY: STATUTORY CLOSURE

The Company recognises 4 fixed annual leave holidays: Defined as Christmas Day, Boxing Day, New Years Day and the 2nd January when all Venue Facilities and Head Office will be closed.

Part-time employees fixed annual holiday entitlement will be calculated on a pro-rata basis.

Employees may be required to work on a fixed holiday. In this case, Employees will be entitled to be paid double time and receive the hours back in lieu. This excludes staff carrying out building checks. In the instance of building checks, employees will be paid single overtime.

EXTENDED HOLIDAYS

The Company may grant a request by an employee for more than 10 consecutive days annual leave, however this leave must already be accrued before it can be taken. Some exemptions may be considered with advance notice. Any such request by employees must be discussed and verbally agreed by their line manager who may request that the employee confirms the details by submitting in writing the details to their Line Manager 3 months prior to the required dates.

COMMENCEMENT OF EMPLOYMENT DURING THE LEAVE YEAR

Where an Employee commences employment during the holiday year, the Employee's annual holiday entitlement will be calculated on a daily basis for the remaining days of service during the first holiday year.

TERMINATION OF EMPLOYMENT DURING THE LEAVE YEAR

Where employment terminates during a holiday year, Employees' entitlement to holiday pay will be calculated on a daily basis based on days of service prior to termination.

Where on termination an Employee has taken annual holidays in excess of their entitlement, the Employee will be required to repay the excess sum due to the Company, and the Company reserves the right to deduct any such sums from wages/salary due to the Employee.

The Company also reserves the right to require Employees to take any unused holidays prior to termination.

GENERAL

Employees will be paid at their normal rate of pay for each period of annual holidays, (excluding overtime).

Employees will accrue annual holidays during the Ordinary and Additional Maternity and Shared Parental Leave periods.

Employees are required to take their annual holiday entitlement during the holiday year. Holidays cannot be carried forward from one holiday year to the next unless by express agreement with the Head of Corporate Support Services or other nominated officer. If agreed carried forward holidays are required to be taken in the first 3 months of the next holiday year. The maximum number of days that can be carried forward is 5.

No payments in lieu of holiday entitlement will be made by the Company, other than on termination of employment. However, in some instances payment can be made where employees have been subject to long term absence due to ill health.

Employees are generally required to give a minimum of 4 weeks' notice of any holiday request of one week or more and 2 weeks' notice where possible for holidays of less than one week. However local arrangements are in place and employees should check with his/her line manager. Requests should be made by completing a holiday request form and submitting it to his/her line manager.

Whilst the Company will endeavour to grant holiday requests, there may be operational reasons why such requests cannot be granted. Employees should not make any definite holiday plans until they have received written confirmation that their holiday request has been granted.

The Company reserves the right to determine an employees annual leave dates in line with any operational requirements that may occur.

ANNUAL LEAVE CALCULATIONS FOR FULL & PART-TIME EMPLOYEES

Employees that commence employment during the leave year have their annual leave calculated using start date of contract to 31 December . See the chart below

Leave Year from 1 January – 31 December

Annual Leave Calculator

Note: Only use columns H-K if the employee has commenced employment after 01/01/2019 or finish prior to 31/12/2019

Column F	Hours Worked	Enter the number of hours worked per week in the row of the year of start
Column H	Start Date of Contract (DD/MM/YYYY) - No date before 01/01/2019	Enter the start date of the employees contract in DD/MM/YYYY format or if already in employment at the start of leave year use 01/01/2019. Only to be used if the employee commences or leaves employment during the 2019 leave year and are only working a part year e.g. January to March or April to December.
Column I	End Date of Contract (DD/MM/YYYY) - No date beyond 31/12/2019	Enter the end date of the employees contract in DD/MM/YYYY format or if still in employment at the end of leave year use 31/12/2019. Only to be used if employee commences or leaves employment during the 2019 leave year and are only working a part year e.g. January to March or April to December.

Year of start date	Annual Leave Days Entitlement Based on Length of Service	Hours worked as per your contract (eg 37 hours for full-time, 18 hours part-time)	Annual Leave (hours) for a complete leave year	Start Date of Contract (DD/MM/YYYY) No date before 01/01/2018	End Date of Contract (DD/MM/YYYY) No date beyond 31/12/2018	Number of calendar days (including weekends) in period of employment	Leave Entitlement (hours) for part leave year
Example - 2019	33	37	244.20	01/01/2019	31/12/2019	365.00	244.20
2019	28	18	100.80	27/08/2019	31/12/2019	127.00	35.07

The above chart is also used to calculate leave due when an employee is terminated.

All calculations should then be rounded to the nearest quarter hour.

Calculation is

$$\text{Annual Days Entitlement} \times \frac{\text{Hours Per Week}}{5} = \text{Annual Leave Hours for complete leave year.}$$

$$\text{Annual Leave Hours for complete year} \times \frac{\text{Number of Calendar days (including weekends) in period of employment}}{365}$$

365

= Leave Entitlement for year or part year

PRO RATA CALCULATION FOR PART-TIME EMPLOYEES FOR FIXED DAY HOLIDAYS

All part-time employees who have contracted hours are entitled to pro rata hours for the fixed days holidays that do not fall on their contracted work days.

The amount of time in lieu is calculated on the number of contracted hours worked per week

The formula for calculating the hourly entitlement is as follows:

Number of Hours Worked per Week	Fixed Holiday Pro Rata Time Off in Lieu (hours)
3	0.50
4	0.75
6	1.25
8	1.50
9	1.75
10	2
12	2.5
15	3
18	3.5
20	4
22	4.5
24	4.75
25	5
30	6

The formula for calculating the hourly entitlement is based on an employee's standard working weeks as follows:

$$\frac{*}{37} \times \frac{37\#}{5}$$

Where * = number of contracted hours worked per week

Where # = standard working day of 7.4 hours

RELIEF EMPLOYEES PRO-RATA PAYMENT

Relief employees may be entitled to paid annual leave.

Annual leave will be accumulated after each period completed.

The calculation is made by averaging actual hours worked within a week to include a maximum of 37 hours, over a 12 week period.

An assessment of annual leave entitlement is to be calculated quarterly with payments being made in July, October, January and April.

The annual leave is calculated by totalling the hours in the period, dividing by 12 and multiplying by the hourly rate of pay.