Millennium Farm Trust

HR11 Holiday Entitlement and Pay V03

Next review date September 2025

Version Control

Version number	Date of changes	Who	Review summary
02	Dec 2019	TF	Changes to leave year to run 1st Oct to 30th Sept etc. following staff meeting discussion Nov 2019
	Mar 2022	HW	Scheduled review. No changes
03	Sep 23	MLL	Corrected typos
	Sep 24	TF	Scheduled review. No changes

Holidays

- For full time employees holiday entitlement will be 5.6 weeks (28 days) paid holiday per year (inclusive of all Public Holidays).
- The holiday year runs from the 1st October to 30th September.
- For part-time employees, holiday entitlement will be 5.6 weeks (28 days) pro rata.
- Staff on bank contracts, who work a public holiday or weekend at the Manager's request, will be given time off in lieu or paid at their usual hourly rate.
- The organisation will close for 1 week over the Christmas and Easter periods. Holiday will be taken as part of the annual holiday entitlement.
- Where possible, staff must take leave during periods when one to one clients are not attending (e.g. during school holidays).
- Leave cards must be completed and submitted at least 4 weeks in advance to the Director for approval.

Holiday Pay

Where staff are paid an hourly rate holiday pay will be paid as follows:

The statutory entitlement of 5.6 weeks or 28 days is equivalent to 12.07 per cent of hours worked over a year.
The 12.07 per cent figure is 5.6 weeks' holiday, divided by 46.4 weeks (being 52 weeks - 5.6 weeks). The 5.6 weeks are excluded from the calculation as the worker would not be at work during those 5.6 weeks.

So, if someone works 10 hours, they are entitled to 72.6 minutes paid holiday
(12.07 ÷ 100 x 10= 1.21 hours = 72.63 minutes).How this would work in practice, as an example, if from January to March someone has worked for a total of 180.5 hours then they would have accrued
21.79 hours paid holiday (180.5 x 0.1207 = 21.79).

In practice holiday pay is calculated as 12.07% of the wage for the month being paid.

On termination of employment holiday entitlement for that year will be calculated on the period actually worked pro rata on the basis of completed calendar months. If, on termination of employment, you have exceeded your holiday entitlement the employer reserves the right to deduct this amount from your final salary payment. All holidays, including accrued holiday pay on termination of employment will be calculated and paid at your current rate of pay.

Special Leave

The Trust recognises that on occasion employees need access to leave arrangements which support them in balancing their work responsibilities with personal commitments. This form of leave covers a range of need from genuine domestic emergencies through to bereavement. Special Leave may be defined as leave, either paid or unpaid, given in addition to annual leave in order to help employees balance the demands of domestic and work responsibilities at times of either urgent, unforeseen and/or parental, carer and public service need. Authorisation must be obtained from the Director, prior to the start of each episode of special leave absence, or as early as reasonably possible in the case of leave for domestic reasons or bereavement.