

## ANNUAL HOLIDAYS

### 1. Entitlement - Full Time Staff

On taking up employment with SCRA, staff are entitled to 25 days annual holiday with a further 3 days entitlement after 5 years continuous service and a further 2 days entitlement after 10 years continuous service with SCRA or other organisations listed in the Redundancy Payments (Continuity of Employment in Local Government, Etc) (Modification) Order 1999.

SCRA's leave year currently runs from 1<sup>st</sup> October – 30<sup>th</sup> September but will, from 2006, run from 1<sup>st</sup> January – 31<sup>st</sup> December. (The leave year for 2004/05 will be a 15 month leave year running from 1<sup>st</sup> October 2004 – 31<sup>st</sup> December 2005.) In terms of holiday entitlements the required service must be completed by the beginning of the leave year.

Staff Grade 4 and above are entitled to 28 days annual holiday on taking up employment with SCRA.

Individual employees who transferred to SCRA on 1st April 1996 with additional days annual holiday entitlement retain those days on a personal protection basis.

### 2. Entitlement - Part Time Staff

Part time employees are entitled to holidays pro-rata to those of full time employees. The following formula should be used to calculate their entitlement:

$$\frac{\text{Full time annual holiday entitlement in days} \times \text{number of days worked per week}}{5}$$

= holiday entitlement (in working days)

### 3. Entitlement - Newly Appointed Staff

Newly appointed staff will be entitled to annual holidays pro-rata to their completed months of service during the leave year of their appointment. The following table details pro-rata entitlement:

Annual Leave Table for Broken Periods of Service

Completed Months of Continuous Service in Current Leave Year	25 Days	28 Days	30 Days
1	2	2	2
2	4	5	5
3	6	7	8
4	8	9	10
5	10	12	12
6	12	14	15
7	15	16	18
8	17	19	20
9	19	21	23
10	21	23	25
11	23	26	28
12	25	28	30
13	27	30	33
14	29	33	35
15	31	35	38

The table also details full entitlements for the 15 month leave year 1<sup>st</sup> October, 2004 to 31<sup>st</sup> December, 2005.

**4. Entitlement - Staff Leaving SCRA Employment**

Employees leaving SCRA are entitled to annual holidays pro-rata to their completed months of service in that leave year. A sum in respect of holidays taken in excess of this will be deducted from final pay.

Employees who give or receive notice to terminate their employment will be required to take any outstanding holiday entitlement during their period of notice. Payment in respect of leave not taken is subject to the prior approval of the Core/Reporter Manager and will be made only in cases where the employee cannot for operational reasons be allowed to take the holidays before employment with SCRA ends.

**5. Timing of Annual Holidays**

Annual leave is to be taken by arrangement with the relevant line manager taking account of the requirements of the service. However, it is recommended that line managers monitor the taking of annual leave to ensure that employees are taking leave regularly throughout the leave year and not accruing leave unduly.

## **6. Carry Forward of Annual Holidays**

Annual leave will be restricted to a carry over of 5 working days (or pro-rata equivalent), unless at management's request, at the end of the leave year. Any annual leave carried over must be taken before the end of the first month of the new leave year.

In all cases staff should be encouraged to use their full annual holiday entitlement in the current leave year. Carry over of annual leave should be on an exceptional basis.