Annual Leave Policy

You will find information about your annual leave amount in your contract. You should speak with your manager to plan when you will take your leave during the year.

Payment for annual leave will be at your normal rate of pay.

You will accrue annual leave for each month that you work (one 12th of your annual entitlement for each completed month). This means that a request to take a long period of annual leave soon after you have started in your role is unlikely to be agreed.

We try to honour requests for annual leave to observe any religious holidays outside of the public holidays. Any time taken off for religious holidays will be considered to be as part of your normal annual holiday entitlement.

Requesting annual leave

If you are requesting leave due to an emergency or exceptional circumstances, please refer to the compassionate or special leave policy.

If you want to take annual leave you should request it via the HR system.

You need to send your request with at least one month's notice (before the start of your planned absence). Your request will be sent to your manager who will respond as quickly as possible.

Managers will aim to accept requests where possible. However, they have to assess staffing requirements. There may be times they have to reject a request if it would affect our ability to deliver services. If too many staff request holiday over the same dates leave will be approved on the basis of first requested, first granted.

You should wait till your leave has been agreed before you book a holiday. There might be reasons your dates cannot be. If that happens, PACE is not responsible for any money you might lose.

We encourage staff to plan their annual leave and take it all within the current year so we can continue to offer services. If you agree with your manager, you may be able to carry forward up to up to five days of unused holiday entitlement into the next year (pro rata if you work part time).

To do this please make a request to your manager (via email) one month before the end of the annual leave year and then forward their approval to Human Resources who will update your provision in the HR system.

If you are unwell before or during a period of leave you have booked please follow the sickness process. If you are given a medical certificate/statement which says that you are not able to work you can move your leave to a different time. This would be in situations or serious illness or medical emergencies. If you are mildly unwell you will not be able to move your leave to

another time.

You continue to accrue holiday entitlement during maternity/adoption/paternity/shared parental/parental leave periods. In this situation we might ask you to take some of your accrued annual leave before returning to work. There is not a limit in the amount of unused leave you can carry forward in the year you return to work. However, the year after that the limit of five days (pro rata for part time staff) will apply.

When your employment with PACE ends, we will usually pay you for any unused leave. If you have taken more leave that you have accrued for that year we will deduct the balance from any outstanding pay. If you do not work a fixed pattern we will calculate the annual leave accrual based on the days you have worked in that holiday year.

If your employment is ended due to gross misconduct or if you do not work all of your contractual notice period, we will only pay the statutory minimum holiday obligations.