

## Auchinairn Early Years Centre



### Annual Leave Guidelines

#### **Rationale**

To ensure that annual leave is allocated in accordance with East Dunbartonshire's Council's guidance and recorded using an effective system.

#### **Statement**

Auchinairn Early Years Centre provides a fair and effective annual leave system, in order to ensure that staff enjoy the leave to which they are entitled.

#### **Key Establishment Procedure**

- The annual leave year is from 1<sup>st</sup> January to 31<sup>st</sup> December.
- New employees are entitled to 27 days' annual leave increasing to 29 days after 1 years' service, 34 days after 5 years' service and 37 days after 10 year's service. This is pro-rata for employees with non-standard working patterns.
- In addition, 2 days' annual leave will must be kept to cover the festive closure period (annual leave slips will already have days calculated out for you).
- Employees in Education Services are entitled to 12 fixed Public Holidays per leave year. This is pro-rata for employees working a non-standard work pattern. Auchinairn Early Years Centre close for all 12 Public Holidays (annual leave must be kept to cover these closures; annual leave slips will already have days calculated out for you).
- If you are off sick and this coincides with your annual leave, you will have your annual leave returned to you to use at a later date.
- Annual leave requests for each year will open in **October** to give time for advanced booking. Staff will be alerted as to when the new annual leave sheets are available via text in the important information chat.
- Before completing your annual leave request please check the annual leave wall chart **and** the diary to make sure there are not a lot of people off on the day/days you wish.
- Annual leave request slips should be completed and given to the **Head of Centre** a minimum of 7 days in advance of the period of leave request. However, on occasions, annual leave may be granted at short notice.
- The Head/Depute Head of Centre, ensuring that there is no detrimental effect on the delivery of the service, will approve, or decline, annual leave requests within 2 working days.
- If the HOC will be on leave for a period of more than 2 days, then the form should then be given to the Depute HOC for authorisation.
- After the form has been authorised it should be placed in the tray under the telephone in the office. Linda will then put the request onto itrent, update the diary and the wall chart. If Linda is off for a period of more than 2 days, then Dora will then update the diary and the wall chart and itrent will be updated on Linda's return.
- Staff should not book holidays until annual leave request has been approved by the Head/Depute of Centre.
- To ensure as little disruption as possible, a total of **5** members of staff throughout the centre (excluding management and housekeeping), will be granted annual leave at any one time.
- Ideally, only **3** members of staff from the 3-5 room and **2** from the 2-3 room will be granted annual leave at any one time, however, due to unforeseen circumstances, such as room changes, training and new staff with honoured annual leave, this may **not** always be possible.
- It would be preferable if both people from the same group were not off at the same time. If this cannot be avoided then please ask the rest of the Team for help with your group, settles etc.
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- To ensure as little disruption as possible, and that early and late shifts are covered, only **2** members of staff from the management team and clerical support will be granted annual leave at any one time.

- Requests for annual leave at key times of the year and celebrations will be looked at separately, and, depending on numbers, may result in more than 5 members of staff being off at the same time (at discretion of management).
- To ensure fairness, annual leave at key times of the year will be granted on a rotational basis, however, to avoid disappointment, requests for these times should be submitted before the **end of January**. **The key times of year identified are: School Easter Holidays, October week & Christmas Eve or the last working day before we finish for Christmas.**  
If there are too many requests the people who had it the previous year they will wait until the end of January and, if necessary, names will be drawn to see who can get the time.
- If you wish to take annual leave for the New Year period, the following year you must keep days from this year's annual leave or wait until the new annual leave for the following year is released in October.
- Where possible, annual leave dates will be accommodated, however, on occasion dates may coincide with other staff and can sometimes be negotiated.  
If you are in the 3-5 room and 3 staff are off but no 2s then you can ask the 2s if they would mind possibly providing cover if required. If the 2s agree they then cannot put in an annual leave request at a later date as this could make us understaffed. If this is agreed, then Linda is told and it will be written in the annual leave diary beside the persons' name. This also works the other way with the 2s asking the 3-5s. They can ask one of the seniors to put their request in the 3-5 chat to ensure it reaches all staff.
- To ensure early and late shifts are covered during annual leave, staff may need to be flexible, switch shifts to enable the centre to meet required ratio.
- Staff, where possible, should avoid taking annual leave on in-service days and crucial celebration days within the establishment i.e. Graduation Concert, Christmas Concert etc.
- You may ask to carry over up to 5 days to use in January of the following year. This is authorised at the discretion of the Head of Centre.
- An application for annual leave of 4 weeks or more, must be submitted to HR for approval.
- Employees can request the purchase of additional leave up to the equivalent of 15 days' annual leave. However, requests to purchase additional leave over and above 5 days will only be granted in exceptional circumstances. In addition, requests to purchase additional annual leave will only be authorised where there is no requirement for cover and no impact on service delivery.
- Employees will be required to complete and submit an application form (found on the hub) requesting both unpaid leave, or purchased annual leave, to the Head of Centre.

#### **Head/Depute of Establishment**

##### **Roles and Responsibilities**

To authorise and manage staff annual leave in an efficient manner, so ensuring appropriate staffing levels at all times. To ensure that the policy is up-to-date, adhered to and that all staff are aware of it.

##### **Early Years Workers**

##### **Roles and Responsibilities**

To ensure that they are aware of, and are adhering to the policy.

#### **Key Documents**

Management of Annual Leave                      East Dunbartonshire Council Conditions of Service – Leave

This policy was rewritten in: May 24

Signature:

Date of Review:

May 25