



# Holiday Entitlement Policy

**Approved by:**  
THE PAY COMMITTEE OF THE TRUST BOARD OF  
GREENSAND MULTI-ACADEMY TRUST

**Date:** Tuesday 9<sup>th</sup> June 2020

**Last reviewed on:** 15<sup>th</sup> June 2023

**Next review due by:** January 2025

# Holiday Entitlement Policy

## Introduction

This Holiday Entitlement Policy applies to and will be used across each school within the Greensand Multi-Academy Trust (“the Trust”). A copy of the Holiday Entitlement Policy is available from the Trust’s website and from each of the member schools:

[www.greensandacademytrust.co.uk](http://www.greensandacademytrust.co.uk)

[www.reigate-school.surrey.sch.uk](http://www.reigate-school.surrey.sch.uk)

[www.dovers-green.surrey.sch.uk](http://www.dovers-green.surrey.sch.uk)

[www.stjohns-redhill.surrey.sch.uk](http://www.stjohns-redhill.surrey.sch.uk)

[www.holmesdale.surrey.sch.uk](http://www.holmesdale.surrey.sch.uk)

[www.wray-common.surrey.sch.uk](http://www.wray-common.surrey.sch.uk)

[www.miltonmount.co.uk](http://www.miltonmount.co.uk)

## 1. Full Year Employees

- 1.1. The annual leave year within the Greensand Multi-Academy Trust (the Trust) runs from January to December. Full time employees within the Trust will receive 26 days’ annual leave each year. This will increase to 28 days after two years’ continuous service and to 30 days after five years’ continuous service. Annual leave entitlement will be pro-rata for part time employees. Please refer to Paragraph 2.1 of this Policy for the annual leave entitlement for term time only employees.
- 1.2. Your entitlement to paid holiday will be calculated on a pro-rata basis during your first and last year of employment. In the event of the termination of your employment for any reason, a deduction will be made from your salary equivalent to any holiday taken in excess of accrued entitlement. If your final salary payment is insufficient to allow for the whole of any such deduction, you will be required to repay the outstanding amount due to the Trust within one month of you leaving employment.

Any leave outstanding on resignation should normally be taken during the notice period. If operational reasons prevent the outstanding leave being taken during the notice period, payment in lieu of leave not taken may be made.

- 1.3 Employees will receive paid time off in respect of each of the eight normal public holidays each year. Should you be required to work on a public holiday, you will receive equivalent time off in lieu. For part time staff, entitlement to paid time off for public holidays is calculated on a pro-rata basis, irrespective of the normal working pattern.
- 1.4 The Trust retains the right to fix up to three days annually subject to operational needs, e.g. to allow the school to close for Christmas and New Year.
- 1.5 Employees are encouraged to take their annual leave during the working year, however, in exceptional circumstances, staff can carry forward a maximum five

days to be used in the first three months of the next calendar year, subject to Line Manager approval.

Employees who are sick during annual leave can claim the annual leave day(s) back provided the employee reported the day(s) as sick leave.

## **2. Term Time Employees**

- 2.1. Term time employees receive an annual salary based on the number of term time weeks for which they are employed, plus the normal annual leave and public holiday entitlement (eight days per annum) on a pro rata basis. Annual leave is therefore deemed to be taken during school closure periods and cannot be taken during term time. The salary for term time employees is paid in 12 equal monthly instalments and includes annual leave and public holiday pay spread over this period. There is therefore no further entitlement to paid annual leave or public holidays.

## **3. Policy Review**

This Policy will be reviewed annually by the Trust's HR Manager & by the Pay & HR Committee whenever updated.