



Holiday Entitlement Policy

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

Date: Tuesday 9th June 2020

Last reviewed on: August 2025

Next review due by: August 2026

1. Introduction

The terms of this policy apply to all support staff engaged on Greensand Multi Academy Trust terms and conditions.

The terms of this policy are not inconsistent with the terms of employees engaged on Surrey County Council terms and conditions who have protected pay in accordance with the Transfer of Undertakings (Protection of Employment) Regulations 2006.

Holiday entitlement for staff engaged on protected NJC terms and conditions will be in determined in accordance with the Green Book. The standard working week for staff on NJC terms and conditions is 37 hours or 7.4 hours per day.

Staff engaged on a teaching or leadership contract have an underlying entitlement to annual leave which equates to the statutory minimum of 5.6 weeks per annum, inclusive of public holidays. This entitlement is subsumed within periods of school closure and therefore no additional payment is due on top of the normal payment for school closure periods.

A copy of this policy is available on the Trust's website and from each of the member schools:

www.greensandacademytrust.co.uk
www.reigate-school.surrey.sch.uk
www.dovers-green.surrey.sch.uk
www.stjohns-redhill.surrey.sch.uk
www.holmesdale.surrey.sch.uk
www.wray-common.surrey.sch.uk
www.miltonmount.co.uk
www.kingswood.surrey.sch.uk
www.yattendon.org
www.horley.surrey.sch.uk
<https://www.epsomdowns.surrey.sch.uk>

This policy will also include staff working at Epsom Downs Day Nursery Ltd, a subsidiary company of the Greensand Multi Academy Trust.

2. Full Year Employees

The annual leave year runs from 1 September to 31 August.

The Trust offers an enhanced occupational leave entitlement amounting to:

- 26 days for employees with less than two years' continuous employment;
- 28 days for employees with between two and five years' continuous employment; and
- 31 days for employees with more than five years' continuous employment.

This entitlement is pro-rata for those engaged on a part time working contract.

Full year employees also receive paid time off in respect of each of the eight normal public holidays each year.

For part-time employees, entitlement to paid time off for public holidays is calculated on a pro-rata basis, irrespective of the normal working pattern. Should you be required to work on a public holiday, you will receive equivalent time off in lieu.

Entitlement to paid leave 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 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.

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.

Employees are encouraged to take their 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 scheduled annual leave can claim the annual leave day(s) back provided the employee reported the day(s) as sick leave.

An employee's standard full time working week is 36 hours or 7.2 hours per day.

Requests for annual leave should be approved by your respective line manager in accordance with locally agreed approval procedures. Requests should be followed up by employees submitting an electronic request via their Edupay self service portal.

3. Term Time Employees

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 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.

When calculating a part time term time employee's pro rata pay, the full time equivalent annual salary is multiplied by the number of weeks worked per year and by the number of hours worked per week. This is then divided by the appropriate denominator according to the employee's occupational holiday entitlement. This includes:

- **1632** for employees with less than two years' continuous service, calculated as follows:

26 days annual leave entitlement plus 8 additional bank holidays = 34 days
or 6.8 weeks

52.14 (which is $365/7$) – 6.8 weeks = 45.34 .
 45.34 multiplied by 36 hours (for a full time week) = 1632

- **1618** for employees with between two and five years' continuous service, calculated as follows:

28 days annual leave entitlement plus 8 additional bank holidays = 36 days
or 7.2 weeks
 $7.2 = 44.94$
 $44.94 \times 36 = 1618$

- **1596** for employees with more than five years' continuous service, calculated as follows:

31 days annual leave entitlement plus 8 additional bank holidays = 38 days
or 7.8 weeks
 $52.14 - 7.8 = 44.34$
 $44.34 \times 36 = 1596$

Occupational holiday pay for any regular overtime, or for staff who work on a causal zero hours working arrangement, will be paid as follows:

- 'Rolled up' holiday pay equating to 15% for employees with less than two years' continuous service
- 'Rolled up' holiday pay equating to 16% for employees with between two and five years' continuous service
- 'Rolled up' holiday pay equating to 17.59% for employees with more than five years' continuous service

Additional holiday pay will be added to Timesheets submitted via an employee's Edupay self-service portal.

3. Policy Review

This Policy will be reviewed annually by the Trust's Pay and HR Committee in accordance with the terms of the Trust's wider Pay Policy.