

CLYDESDALE HOUSING ASSOCIATION LIMITED

Policy: Annual Leave Policy
Date: 27 August 2025
Lead Officer: CEO
Review Date: August 2028

Standard 3:

The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay.

Guidance:

- 3.6 The governing body ensures that employee salaries, benefits and its pension offerings are at a level that is sufficient to ensure the appropriate quality of staff to run the organisation successfully, but which is affordable and not more than is necessary for this purpose.

Employers in Voluntary Housing Statement of Terms and Conditions of Employment: Section A3 (Annual Leave & Public Hoildays)

Clydesdale Housing Association will provide this policy on request at no cost, in large print, in Braille, in audio or other non-written format, and in a variety of languages.



1. Introduction

- 1.1 Clydesdale Housing Association (the Association) is committed to ensuring that the workplace supports employee wellbeing and recognises that the use of annual leave is an important factor in protecting this.
- 1.2 The statutory minimum annual leave entitlement for full-time employees is 28 days paid annual leave a year - equivalent to 5.6 weeks of holiday.
- 1.3 As a member of Employers in Voluntary Housing (EVH), the Association is bound by their terms and conditions in respect of holiday entitlement, the details of which are contained within Section A3 (Annual Leave & Public Holidays) of the Statement of Terms and Conditions of Employment. The EVH Terms and Conditions provide more than statutory entitlement – this is known as contractual or enhanced entitlement.
- 1.4 The standard paid annual leave entitlement under EVH Terms and Conditions is 8 weeks (equivalent to 40 days) of annual leave for full-time employees, including public holidays.

2. Calculating annual leave

- 2.1 The simplest way to manage annual leave for all employees is to convert the days to hours based on the full-time equivalent.
- 2.2 For example, using a 35-hour working week and a total annual leave entitlement of 40 days (i.e. 25 annual leave days, plus 15 public holiday days), this would equal a 7-hour day - this would equate to 280 hours of total leave for the year ($40 \times 7 = 280$ hours).
- 2.3 Part-time employees are entitled to the same amount of holidays as full-time workers, calculated on a pro-rata basis based on their working hours. The calculation is:

$$\frac{\text{No of full-time equivalent holidays (in hours)}}{\text{No. of full-time contractual hours}} \times \text{part-time hours per week}$$

- 2.4 So, for an employee that works 3 days (21 hours) a week and receives the number equivalent to full-time employees, calculated pro-rata, they would receive 168 hours of leave over a year:
 $(280 \text{ hours} \div 35 \text{ hours}) \times 21 \text{ hours} = 168 \text{ hours}$. Thus 168 hours divided by 21 is 8 weeks, i.e. above the statutory minimum of 5.6 weeks.
- 2.5 For an employee that starts part-way through a year the Association will calculate the entitlement in weeks. Please note there is an annual leave calculator available on the EVH website at this link: <https://www.evh.org.uk/hr-support/holiday-calculator>
- 2.6 In certain circumstances, an employee may be able to carry forward up to 1 week (5 working days for full time employees) leave they were not able to take by 31 March due to pressure of work, if the senior officer agrees. However, employees must take at least 5.6 weeks of combined annual leave/public holiday in any annual leave year.

3. Public holidays

- 3.1 Any fixed public holidays that are included in the annual leave entitlement and fall within an employee's working pattern should be allocated to the employee and then the remaining days are available as annual leave.
- 3.2 For example, for a full-time equivalent working week of 35 hours and a yearly entitlement of 40 days annual leave including 15 public holidays. For an employee who works 28 hours per week Monday to Thursday their annual entitlement would be $(280 \text{ hours} (7 \text{ hours} \times 40) \div 35 \text{ hours}) \times 28 \text{ hours} = 224 \text{ hours}$.

4. Authorising Leave

- 4.1 All employees must provide as much notice as possible when requesting annual leave. The following notice periods for provisionally booking holidays, is recommended:
 - 2-3 weeks - no less than 4 - 6 months notice
 - 1 week - no less than 3 months notice
- 4.2 It is recognised that an element of flexibility should be retained in order to accommodate unforeseen circumstances. However, every effort should be made by employees to book annual leave as far in advance as is possible even if this is on a provisional basis. An employee overview calendar will be used to record details of all annual leave booked for the year.

- 4.3 The Association will ensure that there will be at least two Management Team members present at all times.
- 4.4 Employees must obtain the agreement of their line manager for holiday bookings in order to ensure adequate staffing is maintained.
- 4.5 Details of employee holidays will be recorded on the individual's leave schedule in order to keep track of entitlement, holidays used and still to be used.
- 4.6 Employees and the Management Team will co-ordinate holiday dates to minimise disruption during peak holiday periods.

5. Annual leave and sickness absence

- 5.1 Employees continue to accrue annual leave as normal during sickness absence. During long term sickness absence employees may wish to use annual leave to supplement periods of half pay or no pay. This can be discussed and agreed with the employee.
- 5.2 Employees may have pre-booked annual leave that falls within a period of long-term sickness. The advice would be to discuss the pre-booked annual leave with the employee to determine if they are still planning to go on holiday and how the time away will be recorded either sick pay or annual leave. If the employee is covered by a fit note for the period of annual leave, then the annual leave may be returned to the employee. If the employee is in a period of half pay or no pay during the holiday they may wish to use some annual leave. Equally an employee may request a holiday while they are off on a period of long-term sickness as a holiday may help with recovery. Each situation will be unique and should be discussed and agreed with the employee.
- 5.3 The Association may reduce the annual leave entitlement to the minimum statutory entitlement of 5.6 weeks for an employee off on long-term sick leave of more than 6 months. This will only be done after speaking to the employee, taking account of all the facts.
- 5.4 If it is not possible to take the annual leave an employee has within the year when it has accrued due to sickness absence, the Association will transfer any remaining balance to the next year's entitlement. This must be used within 18 months from the date it's carried over.

6. Annual leave and family leave

- 6.1 Annual leave continues to accrue during family leave – maternity, paternity, shared parental and adoption leave. It's advisable to discuss with employees prior to the leave how they plan to use their annual leave so arrangements can be made. If an employee is unable to take their leave in the year it was accrued as a result of being on statutory leave they must be allowed to carry the holiday over to the next leave year.

7. Annual leave and end of employment

- 7.1 If an employee resigns or is dismissed their annual leave must be calculated up to their last day of employment. As such it's advisable to calculate the period they have worked in the current leave year in weeks. If an employee has outstanding annual leave and is unable to take it prior to their end date then they must be paid for it. If an employee has taken more leave than they have accrued the equivalent sum will be deducted from the final salary.

8. Policy Review

- 8.1 This Policy will be reviewed every 3 years unless there is a change in legislation or the Employers in Voluntary Housing Terms and Conditions of Employment which necessitates an earlier review.

Approved by the Committee of Management on:	
Signed:	Signed:
Secretary/Chairperson	Management Team Member