

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 Learning and Childcare 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 1st January to 31st December,
- new employees are entitled to 26 days' annual leave increasing to 28 days after 1 years' service, 33 days after 5 year's service and 36 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 6 fixed Public Holidays and 6 flexible Public Holidays per leave year. This is pro-rata for employees working a non-standard work pattern. Auchinairn 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)
- annual leave request slips should be completed and given to the Dept. 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 5 working days,
- 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,
- staff should not book holidays until annual leave request has been approved by the Head of Centre,
- staff should check their room diary before submitting a request for annual leave,
- **to ensure as little disruption as possible**, a total of 6 members of staff throughout the centre (excluding management), will be granted annual leave at any one time,
- **ideally, only 4 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 and new staff with honoured annual leave, this may not always be possible,**
- **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 will be looked at separately, and, **depending on numbers, may result in more than 6 members of staff being off at the same time,**
- **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,**
- where possible, annual leave dates will be accommodated, however, on occasion dates may coincide with other staff and can sometimes be negotiated,
- to ensure that key shifts (8am and 6pm) are covered, each member of staff should give ample notice to the next member of staff on the shift rota for her to arrange to cover the shift. If you are unable to get your shift covered, please speak to a member of the management team,
- staff should ensure that their key shift is covered for the duration of their annual leave,
- annual leave request can be submitted from January of the same year,
- 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

Roles and Responsibilities

Head/Depute of Establishment

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

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

Key Documents

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

This policy was rewritten in: May 2021

Signed by: J.Brady - Head of Centre.

Date of Review: May 2022

