



Annual Leave Policy

Statement of intent

To ensure all our staff are allocated their annual leave in a fair and balanced way.

Aim

For staff to pre-book their annual leave ready for leave to commence 1st September through to 31st August.

Methods:

1. Management will calculate and notify staff the number of hours they are entitled to take through Atlas.
2. You will be given a deadline to book your holiday through Atlas. Failure to make a choice during this time will result in holiday being allocated to you by the management or result in hours lost.
3. All holidays must be booked through Atlas, you are required to take holiday in each term.
4. You have compulsory holiday between Christmas Eve and New Year when the setting is closed.
5. You must have your holiday granted prior to booking any vacation, trip or event as stated in our handbook.
6. Unpaid leave will only be granted under management discretion, human resources (Citation) advise that management can refuse requests for unpaid leave and if taken without authority will result in disciplinary action.
7. Exceptional leave may be granted for Births and Marriages.
8. In the event of a death of an immediate relative - which includes a legal parent or sibling, spouse, civil partner or partner, or any immediate relative with whom you are in a relationship of domestic dependency with (who is living with you and acting as a parent to you) - you will be entitled to 2 days paid leave at the time of the death and 2 days paid leave at the time of the funeral. For any additional unpaid leave that may be needed, including in respect of other wider family members, this will be at the discretion of the management.
9. In the event of a death of a child 2 weeks leave is granted, please refer to the Employee handbook for more information.
10. In accordance with your contract Bank Holidays are included in your annual leave. Where a Bank Holiday falls on your non-working day you will receive annual leave on a pro-rata basis.
11. If you work at Kidz Star Club when Landscore takes a non-pupil day, you will be expected to fulfil your hours at Pippins.

This policy was adopted by Pippins Pre-school & Nursery

On Thursday 9th October 2025

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. Chair etc.)

Chair

Commenced 2017 - revised 25.10.2024