# STRATTON PLAYGROUP

# 2 Holiday policy

Playgroups holidays will be the same as Stratton Primary School, including teacher-training days.

You will be paid for 5.6 weeks holiday per year; this is split equally between the 12 months.

At Stratton Playgroup we want to offer a **fair, flexible** and **friendly** place to work. We understand that holidays out of term time can be much more expensive then in term time. We also recognise that there will be events such as weddings, school/children’s commitments, etc. that staff will want to attend.

Therefore, unpaid holiday may be granted in special circumstances but must be authorised by the management at least one month in advance (where this is not possible, as much notice as possible must be given).

**Procedure**

A Special leave request form must be completed and given to management.

Staff should try to keep time off their working hours to a minimum. This includes both duration of time per request and also the number of requests for time off.

Where possible staff should try to tag holidays, breaks away, etc. onto half terms, Easter breaks etc.

If time off is granted, the employee having the time off **must** then arrange staff cover for **ALL** of their working hours they will be off (unless management says otherwise).

Management must then be informed of who is covering and the work diary must be updated with this.

No time off should be agreed or arranged between staff until management has been informed and time off has been approved.

All staff must ensure that there is a balance between requesting/having time off and covering for other team members.

Your paid holiday entitlement will be in accordance with the regulations established in the Working Time Directive 1998.

When employment is terminated for any reason other than the serious misconduct of the employee, a payment 4(or deduction) will be made for any outstanding holiday entitlement that has not been taken (or taken) at the date of termination.

All holiday is earned pro-rata and may not be paid before earned. The accrual rate is 1/12 of the 5.6 weeks entitlement, rounded up to the nearest half day, on the 1st day of each month worked. All holiday pay will be calculated from an average of your basic and overtime hours.

**Changes to this policy**

Changes to this policy can only be made by the management committee of the playgroup.

This policy was adopted at an open committee meeting of Stratton Playgroup

Held on

**23/10/2024**

Signed on behalf of the committee