



Name:	Date written: Sept 21
Staff Holiday Policy	Reviewed: Sept 22
Written by:	Reviewed: Sept 23
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Policy Statement

This policy outlines the procedures for booking, managing, and taking annual leave at Young Friends Kindergarten. It ensures a fair, structured approach to holiday allocation that supports both individual well-being and the operational needs of the nursery.

Purpose and Scope

- The policy applies to all Young Friends employees and aims to:
- Provide clear guidance on holiday entitlement and booking procedures.
 - Maintain a balance between staff well-being and operational requirements.
 - Support equitable access to holiday while ensuring consistent staffing.

Applicability

All Staff

Overview

- Booking Procedures
- Holiday Entitlement
- Holiday Request Submission
- Approval Process
- Booking for Current Year Only
- Holiday Distribution
- End of Year Policy
- Additional Rules
- Sabbaticals
- Unpaid Leave

Procedures

- Holiday Entitlement:**
- All full-time employees are entitled to **28 days of annual leave** per year, inclusive of public holidays, on a pro rata basis if part-time.
 - For full-time staff, this entitlement breaks down as follows:
 - **16-17 days** of leave to be scheduled throughout the year.
 - **8 bank holidays** and **3-4 days during the Christmas closure** are accounted for within the 28-day entitlement.
 - The holiday year operates from **January to December**.

Holiday Booking Procedures:

1. Holiday Request Submission

- All leave requests must be submitted in writing using a Holiday Request Form – either via Family or in person in the office.
- Requests are reviewed in order of submission and processed on a **first-come, first-served** basis and should be submitted as early as possible to allow for effective operational planning.

2. Approval Process:

- Management will review all requests in consideration of team coverage and operational needs.
- **Approval Confirmation:** Holiday requests are not considered approved until the request form has been **signed and dated by a manager**. A copy of the signed form will be provided to the employee as confirmation. Staff should not assume leave is granted until this process is complete.

3. Holiday Booking for the Current Year Only

- Staff should only request holiday within the current calendar year. Holiday bookings for the following year will only be approved in **exceptional, pre-agreed circumstances**.
- Advance bookings such as flights or accommodation do not qualify as exceptional circumstances for early holiday approval.

4. Holiday Distribution Across the Year

- Staff are encouraged to distribute holiday usage evenly, aiming to take at least **5 days per quarter** (e.g., January-March, April-June).
- Accumulating or “saving” days toward the end of the year is discouraged and only permitted under exceptional circumstances at management discretion.

5. End-of-Year Policy

- Unused holiday cannot be carried over into the following year and will not be paid out.

6. Additional Holiday Rules

- **Maximum Leave Duration:** No individual holiday period should exceed **10 working days**.
- **Concurrent Leave Limits:** To ensure coverage, **only two staff members** may be off at a time.
- **Leaders:** Only one Leader may be on leave at any given time to maintain leadership continuity.
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Sabbaticals and Unpaid Leave:

- **Sabbaticals:** Sabbaticals are generally not approved. Any staff member requesting long-term unpaid leave will forfeit their position at Young Friends.
- **Unpaid Leave:** Additional unpaid leave is only approved under rare circumstances and requires management discretion.

External Links and Organisations

ACAS: [Acas | Making working life better for everyone in Britain](#)

Early Years Alliance: <https://www.eyalliance.org.uk/>

Relevant Policies and Documents

Staff Code of Conduct
Wellbeing of Staff Policy

Authorisation

Signature:

Louise Lloyd-Evans
Owner and Director

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