



Name:	Date written: Sept 21
Staff Holiday Policy	Last Reviewed: Feb 25
Written by:	
Louise Lloyd-Evans	

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 to the office manager 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:

- The office manager will review all requests in consideration of team coverage and operational needs.
- 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 necessarily 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: Individual holiday periods should not exceed 10 working days (2 full weeks) except at management discretion.
- Concurrent Leave Limits: To ensure coverage of ratios, only two staff members may be off at a time. However, staffing may dictate that this is not possible so liaison with the office manager is always mandatory.
- Only one Leader may be on leave at any given time to maintain leadership continuity.

The office manager will be looking at many different aspects to staffing before agreeing holidays e.g. settling new children, staff training etc.

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 at 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:

A handwritten signature in black ink, appearing to read 'Louise Lloyd-Evans', written in a cursive style.

Louise Lloyd-Evans
Owner and Director

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