

## MANAGING YOUR EMPLOYEES

# Guide 3.2: Managing Holidays

Even if you love your job, everyone needs a holiday. Your employees will need to take holidays too.

## Annual Leave (Holiday) Entitlement

UK regulations state that all full-time staff are entitled to 28 days paid leave in a year. This includes Bank Holidays. Part-time staff are entitled a percentage of this equivalent to the percentage of hours they work. For example:

Full time worker - 40 hours: 28 days per year

Part time worker - 20 hours (50% of full time): 14 days per year (50% of 28 days)

There is a free online tool you can use to calculate the annual leave entitlement of your employees:

<https://www.gov.uk/calculate-your-holiday-entitlement>

You can decide to give your employees more than 28 days a year if you choose, but it's always wise to give everyone the same amount.

## Managing Holidays

You will need to keep a record of which of your staff are going to be on holiday when. You can't afford to have too many people off at once. Think about how you will manage requests for holiday, especially when more than one employee asks for the same days off. Will it be first come, first served? Do you prioritise staff with particular needs, for example childcare? How much in advance do you expect your employees to ask for time off? You have the right to ask your employees to request leave at least twice the amount of time beforehand as the amount they want to take off. For example, if your employee wants a week off, they need to make the request at least two weeks before.

As an employer you can:

- Say how much holiday employees can take at any one time
- Insist that employees take holiday at certain times, for example during a business closure
- Refuse requests for holiday at certain times, but you must give a good reason and give the employee notice of this at least as long as their requested time off.

But you must make sure all your employees get at least 28 days off a year (or the correct percentage of 28 for part-time staff).

## Other Leave

There are other types of leave for which employees have a statutory right to be absent from work. But for each of these, just like for holiday and sickness, your staff must let you know in advance that they will be away from work and tell you how long they are likely to be absent for, and you should keep records of this. The right is for unpaid leave, although you may choose to pay staff at their normal rate dependant on the circumstance:

- Unexpected domestic emergencies
- Bereavement
- Jury service
- Trade union duties
- Military training and service (for reservists)
- Undertaking public duties such as a school governor or JP

For some of these types of leave you may want to get further information on how it works from an HR specialist.

Employees are also entitled to leave for certain family matters. For more on this see guide 3.3 'Managing your Employees - Dealing with Maternity, Paternity and other Family Leave'.

For HR support, please contact Colden HR on [0121 284 0852](tel:01212840852) or email [enquiries@coldenhr.co.uk](mailto:enquiries@coldenhr.co.uk) and quote your NCASS membership number.