

Procedure 6.7 Holiday and Leave Entitlement

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Procedure Owner : Principal / CEO

- ❖ This procedure is shared with our staff and/or can be obtained:
 - on our website <https://docklandsacademy.co.uk/policies-and-procedures>,
 - on our internal server via their desktops of all computers in the library on the top floor,
 - by emailing us at info@docklandsacademy.co.uk.
- ❖ Also, our staff are informed about the main aspects of the procedure in the Staff Handbooks and Staff Induction.
- ❖ The policy is reviewed and monitored on a regular basis for currency and fitness as part of our 1.9 Review and Revision of Policies and Procedures.

1 Annual Holidays

The holiday year begins on 1st April and ends on 31st March.

Annual holiday entitlement is shown in individual contracts of employment. It is Academy policy to encourage employees to take all of their holiday entitlement in the current holiday year. We do not permit holidays to be carried forward, except under exceptional circumstances. Any absences exceeding an employee's entitled annual leave will be considered unpaid.

1.1 Conditions Applying to Annual Holiday Entitlement

Employees should obtain approval for all holiday requests via their annual leave sheets from their line manager before making any firm holiday arrangements. Holiday request may be denied during busy periods of the year and at times of low staffing levels.

Holiday requests will only be considered by the CEO / Principal who will allocate agreed holiday dates on a 'first-come - first-served' basis to ensure that operational efficiency and minimum staffing levels are maintained throughout the year.

Employees should try to give a reasonable period of notice of their intention to take holidays; two day's notice is required for odd single days except for emergency episodes.



Employees may not normally take more than 10 working days consecutively.

Holiday pay will be at the employee's normal basic pay unless shown otherwise on their contract

2 Public/Bank Holidays

Entitlement to public/bank holidays and to any additional payment which may be made for working on a public/bank holiday is shown in the individual contract. Usually all employees are entitled to book their annual leave for public/bank holidays.

3 Maternity Leave and Pay

Employees are entitled to maternity leave and pay in accordance with the current government regulations. For further and up-to-date information please visit the appropriate gov.uk website.

An employee who becomes pregnant should notify the CEO / Principal at an early stage so that entitlements and obligations can be explained to them.

4 Parental Leave

Employees are entitled to take parental leave in respect of the current statutory provisions. They should discuss their needs with the CEO / Principal, who will identify entitlements and look at the proposed leave periods dependent upon the child's/children's particular circumstances and the operational aspects of the business.

5 Paternity Leave

In accordance with current statutory provisions, employees are entitled to up to two weeks paternity leave to be taken within eight weeks of the birth date. The first week will be paid at full pay. For up-to-date information please visit the appropriate gov.uk website.

6 Sick Leave

An employee who is unable to work through sickness or injury should notify the CEO / Principal (or designated nominee) on the first day of absence. If they know they are unfit to return to work on the day previously advised, they must contact the office as soon as possible and keep the Academy informed

If the absence lasts between four and seven days (including weekends and Academy closed days) a self-certificate is required and should be sent to the CEO / Principal. If the absence extends beyond seven days, doctor's certificates must be submitted to the CEO / Principal to cover any absence.

7 Domestic/Overseas/Emergency Leave

All employees have the right to take a reasonable period of time off work to deal with a personal emergency or tragedy. Should they require leave for such purposes, they must notify the CEO / Principal immediately. It is at the discretion of the Academy to grant such leave, and judge the seriousness of the situation. Employees will not be entitled to any pay during such leave. The time period of such leave will be agreed between the employee and the Academy and the employee must keep the CEO / Principal informed at agreed times.

8. Related Documents

8.1 Policies

- **1 Governance**
- **2 Academic Management**
- **3 Teaching Learning Assessment**
- **6 Human Resources**

8.2 Procedures

- **1.5 Equal Opportunities**
- **1.7 Data Protection**
- **1.9 Review and Revision of Policies and Procedures**
- **2.6 Self-Assessment and Programme and Annual monitoring**
- **2.12 Contingency and Adverse Effects**
- **3.1 Expectations from and Supporting Staff in Teaching Delivery**
- **4.11 Student Protection Plan**
- **4.13 Transfers Suspensions Withdrawals Closure and Change of HE Provision**
- **5.2 Welfare Services and Pastoral Care**
- **5.3 Equality, Diversity and Special Needs**
- **6.1 Recruitment and Selection**
- **6.2 New Starters and Induction**
- **6.3 Equality and Diversity**
- **6.5 Discipline at Work**
- **6.6 Absenteeism and Lateness**
- **6.8 Grievance and Complaints**
- **6.13 Staff Code of Conduct**
- **6.14 Academic Misconduct by Staff**
- **6.15 Safeguarding**
- **6.16 Prevent Duty (Racist, Discriminatory, Abusive and Extremist Behaviour)**
- **9.1 Access Procedures**
- **9.2 Maintenance Procedure**
- **9.4a Health and Safety Risk Assessment**
- **9.6 Business Continuity Plan**

8.3 Terms and Conditions

8.4 External Reference Points

- Office for Students (OfS) Requirements and Guidance at [Advice and guidance - Office for Students](#)
- UK Quality Code Advice & Guidance – Admissions, Recruitment and Widening Access at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access>
- UK Quality Code Advice & Guidance – Concerns, Complaints and Appeals at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/concerns-complaints-and-appeals>
- Higher Education Code of Governance (Committee of University Chairs, December 2014) at <https://www.universitychairs.ac.uk/wp-content/uploads/2020/09/CUC-HE-Code-of-Governance-publication-final.pdf>
- Association of Employment and Learning Providers (AELP) principles of Good Governance for Independent Training Providers at <https://www.aelp.org.uk/media/2595/code-of-governance-final-sept-2018.pdf>
- OIA The Good Practice Framework: Handling Students Complaints and Academic Appeals at <https://www.oiahe.org.uk/media/1859/oia-good-practice-framework.pdf>
- UKCISA Code of Ethics at <https://www.ukcisa.org.uk/Membership/Codes-of-practice/Code-of-ethics>
- Equality Act – 2010 at <https://www.legislation.gov.uk/ukpga/2010/15/contents>
- Keeping Children Safe in Education Jan 2021 Guidance at <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- MacPherson report (1999) (Racism) at <https://www.gov.uk/government/publications/the-stephen-lawrence-inquiry>
- Sex Offences Act 2003 at <https://www.legislation.gov.uk/ukpga/2003/42/contents>
- Terrorism Act 2006 at <https://www.legislation.gov.uk/ukpga/2006/11/contents>
- Tower Hamlets LADO (Local Authority Designated Officer) at LADO@towerhamlets.gov.uk