



ANDERIDA ADOLESCENT CARE

HOLIDAY PROCEDURE

To ensure the smooth operation of the running of the homes during staff annual leave, this policy is essential. This is to provide all staff with clear guidance about the process for booking holidays, and to ensure that all the homes are appropriately staffed.

- To allow for adequate forward planning, all holiday request forms must be put in within the cut of date of the next rota request. Your holiday has not been officially agreed until you receive a signed copy of the form back from head office.
- To ensure the minimum disruption within the homes, it is preferable that a maximum of two members of staff be granted annual leave per home at any one time and six across the organisation, other than in the event of extenuating circumstances. Two senior/managers based in the same home should not be granted leave at the same time.
- If you are a senior manager and there is already more than one manager off the same period your holiday form may be refused.
- When booking your annual leave, any on-call duties or shifts must be covered prior to leave commencing. This may need to be done in consultation with the home's manager.
- If a staff member is booked on training during the period, they are hoping to take annual leave they must first check with the training co-ordinator and manager that this will be permitted.
- All leave that is requested during a period that training is booked on will be automatically refused by head office. If the training is not picked up by head office but the applicant has sought no prior agreement to taking annual leave when they are booked on training, they will be culpable for the full costs and there may be other measures taken by the organisation.
- For all deputy managers, senior mentors and mentors, all holiday requests will, in the first instance, need to be discussed with the home's manager. A holiday request form will then need to be completed and given to the home's manager. Once the office manager has agreed that the holiday dates are available the manager will need to sign the form agreeing the leave.
- Your annual leave entitlement runs from 1st April – 31st March each year. By requesting your annual leave in the early weeks of April, it is more likely that you will get the days that you wish as requests will be dealt with on a first come first served basis.
- You can not book 25th/26th December off with Annual Leave. Although it may be agreed on a discretionary basis, based on individual circumstances. You can book holiday around these dates and may request not to work other key bank holiday dates but there are no guarantees.
- Anyone wishing to take holiday over Christmas eve, Christmas day and boxing day will need to either, have worked the previous Christmas day or commit to working the following one. This is in addition to the existing kudos situation.