



# ANNUAL LEAVE POLICY 2026

## 1. Purpose

The purpose of this policy is to ensure that all employees on permanent contracts take adequate rest and recreation through the use of their annual leave entitlement, while supporting CCYCP's operational needs and financial planning.

## 2. Scope

This policy applies to all permanent employees of the organisation who are contracted to work 52 weeks a year, whether full-time or part-time. Employees engaged on casual and zero-hours contracts are excluded from this policy, as they receive annual leave entitlements through monthly cash payments in lieu of leave.

## 3. Annual Leave Entitlement

Employees on a permanent contract are entitled to paid annual leave in accordance with their contract of employment and applicable employment legislation. Under statutory requirements in the United Kingdom, employees are entitled to a minimum of 5.6 weeks' paid annual leave per leave year (equivalent to 28 days for a full-time employee working five days per week). This

entitlement includes public and bank holidays. The organisation's financial year runs from **1 April to 31 March**

Each staff member's annual leave entitlement is set out in their written contract of employment. Where a staff member has multiple contracts, the annual leave entitlement for each is set out in that contract.

#### **4. Taking Annual Leave**

- Employees are highly encouraged to take their annual leave regularly throughout the year to support wellbeing and avoid excessive leave balances.
- Annual leave requests must be submitted in advance and approved by the employee's line manager, taking into account service needs and staffing levels.
- Employees should work with their line manager to plan leave early, particularly during peak periods.

#### **5. Requirement to Use Annual Leave by Year End**

- All employees are expected to take their accrued annual leave **before the end of the financial year (31 March)**.
- The organisation does not permit the carry-over of annual leave into the next financial year. All annual leave must be taken by 31 March.

#### **6. Payment of Untaken Annual Leave**

Employees are expected to take their full annual leave entitlement within the relevant leave year ending on 31 March. Managers and employees should plan leave throughout the year to ensure that annual leave is taken. Annual leave will not be carried forward into the next leave year and will not be paid in lieu, except where payment in lieu is required by law, such as on the termination of employment. CCYCP will work with employees to ensure that annual leave is scheduled and taken within the leave year wherever reasonably practicable.

#### **7. Exceptional Circumstances**

In limited circumstances (such as long-term sickness, parental leave, or other exceptional operational reasons), management may approve alternative arrangements, including carry-over of leave, in line with employment legislation.

## 8. Responsibility

- Employees are responsible for monitoring their own leave balances and planning leave in a timely manner.
- Line managers are responsible for supporting employees to take their leave and for monitoring leave balances within their teams.
- Human Resources (or the relevant administrator) is responsible for maintaining accurate leave records and advising on this policy.
- Managers should make every reasonable effort to approve annual leave requests; where only one employee per provision can be off at a time, requests will be granted on a first-come, first-served basis. Annual leave should be submitted at least two weeks in advance.

## 9. Review of Policy

This policy will be reviewed periodically to ensure it remains compliant with employment legislation and reflects organisational needs.

*Ieuan Bater*

11/05/2026

*Pamela Abankwa*

01/06/2026