**Annual Leave Policy**

Employees are informed of the number of days of annual leave entitlement via their individual Statement of Main Terms of Employment. All entitlements are pro rata for part time employees and is based upon 32 working days including public and bank holidays.

The holiday year runs from 1st January and ends on 31st December Holiday leave entitlements cannot be carried forward to the following year unless permission has been obtained.

All leave must be agreed in writing by the Team Leader. Requests should be made on the appropriate form at least 5 working days before the requested date.

Requests at short notice may be authorised at the discretion of the Team Leader who reserves the right to refuse such requests if the requested absence would have an adverse effect on the organisation.

The Team Leader should confirm a request for leave prior to any holiday arrangements being made. Holiday leave is not authorised until the employee has received written confirmation from the Team Leader.

Holiday leave requests will only be refused if there is a valid business reason.