



Policy reviewed on 20.03.2017

Holiday Entitlements and Pay Policy

Aim: To ensure that staff are paid at least the minimum entitlement for Holidays.

We will pay our staff in line with Government Regulations at least the minimum amount of holiday pay.

Part time staff will be paid Holiday Pay pro-rata. For example someone who works 2 days a week will get paid $2/5 \times 28$ day's holiday per year (until 1st April 2009).

Staff are not entitled pay for Bank Holidays in addition to this entitlement. If a member of staff would normally have been working on a day on which a Bank Holiday falls they will be paid this day out of their holiday entitlements.

Staff will receive 1 usual working weeks' worth of pay at each of Christmas and Easter Holiday periods. For permanent staff who work term time only the remainder of their holiday entitlement will be paid in August.

After two years continuous employment staff will receive an additional days Holiday Pay each year up to a maximum of 28 days, before 1st April 2009 and 32 days thereafter. Other increases in holiday pay may be offered at a member of staff's annual review.

Signed: