

Annual Leave Policy

Purpose

The purpose of this policy is to outline Repair & Share Foyle’s approach to annual leave entitlements, ensuring employees have sufficient time to rest and recharge while balancing organisational needs. This policy reflects our commitment to employee wellbeing and aims to promote a fair, transparent, and consistent approach to annual leave across the organisation.

This policy ensures that annual leave is managed effectively, providing clear guidance on entitlements, booking procedures, public holidays, and leave during long-term absences. It also sets out the process for carrying forward leave, extended leave requests, and part-time employee entitlements.

Scope

This policy applies to all employees of Repair & Share Foyle and covers:

- Full-time, part-time, and casual employees
- Public holiday entitlement and alternative arrangements
- Carry forward of unused leave
- Accrual of leave during long-term absences
- Leave calculations for compressed working arrangements (e.g., 9-day fortnights)
- Entitlements for starters and leavers

This policy aligns with employment legislation in Northern Ireland, including the Working Time Regulations (Northern Ireland) 2016 and the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000.

Repair & Share Foyle reserves the right to amend this policy as necessary to reflect legal changes or organisational requirements.

| Reference | Version | Date released | Approved by |
|-----------------------------------------------------------------------------------------------------------|---------|---------------|----------------------------|
| RSF-002 | 1 | | Caroline McGuinness-Brooks |
| This policy is communicated and published on the Repair & Share Foyle website for all interested parties. | | | |
| The most recent version of this policy is in the Repair & Share Foyle electronic handbook. | | | |



Annual Leave

At Repair & Share Foyle, we believe that your wellbeing is of utmost importance, and we are committed to support this.

You are encouraged to take advantage of this entitlement and to take time off to rest and recharge. Taking time away from work is crucial for maintaining a healthy work-life balance and can improve overall wellbeing.

All annual leave and public holiday entitlements are detailed in contracts of employment. Repair & Share Foyle reserves the right to request you to take annual leave at specific times based on organisational needs. In such cases, reasonable notice will be provided.

The Annual Leave Year

The Repair & Share Foyle annual leave year runs from 1st January through to 31st December.

Managing Annual leave

Annual leave is managed between you and the Programme Lead and should be agreed in advance of submitting a formal request. We recommend that you refrain from confirming any travel arrangements until your request for annual leave has been approved, to save disappointment. We ask for 2 weeks' notice of your intention to take leave, 1 week for ad hoc requests. This allows the organisation to make any necessary cover arrangements.

Public Holidays

Public holidays are provided to you in line with your contract of employment, it is recommended that public holiday entitlement is taken on the specified days each year. However, you can, except for the Christmas and New Year period (refer below) subject to pre-approval from the Programme Lead, choose to work any of these days and take the time off on another day more convenient to them.

Christmas and New Year Period

You are required to take days from their annual leave and public holiday entitlement to cover the 5 days (2 public and 3 work) during this period.

Extended Leave Requests

Requests for extended periods of annual leave of more than 12 consecutive working days should be requested at the earliest opportunity.

Carry Forward

A maximum of 5 days (pro rata for part time employees) may be carried forward to the next leave year, which usually must be taken within the first 3 months of that year. Further flexibility may be possible in exceptional circumstances and with the agreement of the Programme Lead. However, wherever possible we encourage you to take your leave within the year, with your wellbeing in mind.

Annual Leave for Employees Working Part-Time

Under the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations (Northern Ireland) 2000, Repair & Share Foyle is committed to ensuring that part-time employees are not treated less favourably than comparable full-time employees. In accordance with these regulations, entitlement to annual leave, including public holidays, will be calculated on a pro-rata basis relative to the number of hours worked, rather than based on the specific days normally worked. This approach ensures fairness and consistency in the allocation of leave entitlements across all employees, regardless of their working hours or pattern.

If you wish to adjust your working days to accommodate a reduced public holiday entitlement may request to do so, subject to the organisation's needs. Any such requests must be discussed and agreed in advance with the Programme Lead.

Calculation of Part-Time Leave Allowances

Your weekly working hours ÷ Full Time hours * full time annual leave entitlement = Your yearly entitlement.

For example: Based on a full-time leave entitlement of 20 days (150 hours) annual leave and 8 days (60 hours) public holiday, someone working 22.5 hours per week would be entitled to the following:

Annual Leave: $22.5 \div 37.5 * 150 = 12$ days (90 hours)

Public Holiday: $22.5 \div 37.5 * 60 = 37.5$ hours (36 hours rounded to closest half day) (4.8 days rounded to 5)

N.B. Annual leave and public holiday for part-time employees is rounded up to the nearest half day.



Leave for Starters and Leavers

Annual Leave entitlement in the first and last years of service shall be pro-rata to the number of completed months' service in that period. Leavers who have pro-rated annual leave entitlement remaining at their leave date will receive payment in lieu of untaken annual leave, additionally leavers who have taken more than their prorated entitlement will receive a deduction within their final pay.

Accrual of Leave during long term absence

Unless otherwise specified, annual leave entitlement will continue to accrue during periods of absence (paid or unpaid), e.g., due to sickness, parental leave, etc. In these circumstances, if the accrued outstanding leave cannot be taken within the normal annual leave period, or carry forward period, other arrangements may be made to carry forward to the following leave year.