



STAFF ANNUAL LEAVE POLICY

POLICY STATEMENT

The Golden Bay Workcentre Trust (GBWCT) takes its responsibility as an employer seriously in regards to its employees and Annual Leave. Paid annual leave is a legal requirement and is an employee's entitlement in line with the terms of their employment agreement.

1. Annual leave entitlement is made available to an employee on the anniversary of the first 12 months of full employment and each anniversary thereafter. Paid annual leave is designed to ensure that all staff take advantage of the opportunity of holiday time away from work. The Golden Bay Workcentre Trust recognises that this is a significant aspect to maintaining staff well-being and in satisfying the terms of its Health and Safety requirements.
2. Unless there is a good reason (and this is formally approved before the entitlement year ends), employees shall take their annual leave at a mutually agreed time within the year of entitlement.
3. The carry-over of annual leave entitlements is discouraged, but exceptions may be approved for a limited carry-over of no more than one week's entitlement where it is considered that there is a good and justified reason for doing so.
4. As a responsible employer GBWCT also discourages the cashing up of annual leave as this is not what annual leave is designed for; which is to provide employees with a respite from work.
5. Any requests from employees to cash up current annual leave entitlements rather than actually taking such leave in the manner it was designed for will be considered strictly on the merits of the request and will be limited to a maximum of one week's entitlement per calendar year.

Staff member.....

Initials.....

Date.....