

Holiday Policy

Under The Working Time Regulations 1998 it is required that full-time staff have at least four weeks paid holiday, for which payment in lieu is not possible. There is a qualifying period of 13 weeks before an employee becomes entitled to accrue annual leave entitlement.

For part-time staff, leave should be pro rata. Given the full-time entitlement is 20 days' annual leave, a part-time worker, working 2 days a week, would have a right to 8 days' paid annual leave.

If a part-time worker's working time is set in terms of hours, then their annual leave might be expressed in terms of hours too.

Under The Working Time Regulations 1998 there is no statutory entitlement to bank and public holidays. The employer may therefore count bank/public holidays as part of the holiday entitlement. If an employee who works part time does not work on a Monday, s/he does not have any extra entitlement to time off because most bank holidays fall on that day.

The employee's contract of employment should clearly state the position with respect to bank holidays. If a bank holiday is worked and is otherwise a normal working day, then it is good practice for either time off in lieu of at least one full day to be given (pro rata for part timers) or for an additional payment to be made. Where a bank holiday occurs on what would normally be a day off but is worked, a further two days is usually given, one for the normal day off and one for the bank holiday (again, pro rata for part timers).

For the wellbeing of full-time staff, it is in the best interests of the Club to always honour holidays. Holidays of two weeks' duration should be encouraged in order to enable the member of staff to enjoy a complete break.

Where a person leaves the Club's employ during the course of the year and holiday entitlement up to the date of leaving has not been taken in full, payment in lieu should be made pro rata to the entitlement. Staff leaving in the course of the year who have taken more than their leave entitlement due at the date of leaving may be required to forfeit pay for the amount of leave taken, but only if this is stated in their contract.