

STAFF PERSONAL INFORMATION

Part 7:

Employee's Request for an Annual Leave

NAME	
POSITION	

STAFF REQUEST FOR AN ANNUAL LEAVE

Your holiday entitlement (including Bank Holidays) is on pro rata basis, as follows:

a)	From 1 to 23 months of employment	5 weeks x 7 days a week = 35 days holiday entitlement for each year	Inclusive of Bank Holidays
b)	From 24 to 47 months of employment	6 weeks x 7 days a week = 42 days holiday entitlement for each year	
c)	48 months and more of employment	Max. of 7 weeks x 7 days a week = 49 days holiday entitlement	

The aggregate hours per week entitlement is calculated on the average hours per week worked. The daily rate of holiday pay is then calculated on the average hours per day worked in a seven days week (Monday to Sunday and not five days week, Monday to Friday).

Employees may take the full year's holiday allowance before it has been accrued on a pro rata basis. But if they do, they must be aware that if employment with the company is terminated before entitlement has been earned, any such excess holiday pay granted will be deducted from the final pay. If the Employees' final salary payment is insufficient to allow for the whole of any such deduction, you will be required to repay the outstanding amount due to the Employer within one month of termination of your employment and before receiving your P45.

Holidays may not be carried forward to subsequent years except in extreme circumstances and then only with the prior written agreement of your Manager. The holiday year runs from 16th March to 15 March of the following year. The booking of any holiday or time off must be strictly in accordance with the Holiday Policy in the staff handbook.

No longer than 28 days holiday entitlement may be taken at any one time. Only one member of staff will be granted holiday at any one time, subject to variation and at the manager's discretion. Minimum of one-month notice is required and must be approved by your manager. STAFF MUST NOT BOOK ANY FLIGHTS OR HOLIDAYS UNTIL THE MANAGER HAS APPROVED HIS OR HER ANNUAL LEAVE REQUEST.

Please write a 'cross' or type capital 'X' (if you are completing a digital copy) in black pen where appropriate. If you make a mistake or something with the format goes wrong press and hold down the 'control' key (Ctrl) and then press the key for the letter 'Z' (undo). Please make sure you save frequently your work

Please e-mail your request for annual leave to betina@bendigonursinghome.co.uk

A PERSONAL DETAILS AND DATES OF REQUEST

Name in Full	
Position	

I would like to take an Annual Leave as follows:

	Day of the Week (i.e. Monday, Tuesday)	Date
From		
To		
Back at Work on		

Is this a Short Notice (less than one-month notice)	YES		NO	
--	------------	--	-----------	--

If 'YES' please state reason(s):

--

B FOR OFFICE USE (To be completed by the Admin Assistant)

The dates in the above Request for Annual Leave are at the same time / overlapping with the Annual Leave of the following staff member(s):

No	Initials of staff member(s)	Position	From (date)	To (date)
1				
2				
3				



In view of the overlapping / at the same time period of your request with other staff member(s)' annual leave, in section 'B', we would encourage you to amend the dates requested for your annual leave.
Thank you

C

FOR OFFICE USE (To be completed by Payroll Department)

	Days	Weeks	<p>On the completion of section 'C', the form should be e-mailed back to: betina@bendigonursinghome.co.uk</p>
Total Annual Leave Entitlement			
Taken to Date			
This Request			
Annual Leave Booked & Approved			
Total Remaining			

D

MANAGER'S COMMENTS (if any)

Authorised By		Date	
NOT Authorised By		Date	