

**FAIRHAZEL CO-OPERATIVE LIMITED**

**Staff Annual Leave  
Policy & Procedure**

26<sup>th</sup> July 2017

- The Fairhazel Co-operative recognises that as an employer it is a legal requirement to provide the right for its employees to take paid annual leave in accordance with their contract of employment and legislative requirements. However, there is no legal requirement to make sure the employees actually take it.
- While the Fairhazel Co-operative may monitor and remind its employees of their remaining leave entitlement for the year, it is the responsibility of the employee to ensure they use their entitlement within the leave year.
- Employees cannot, as a general rule, carry their entitlement over to the next leave year. Only in exceptional circumstances a maximum of 5 days may be carried over at the discretion of the employee's line manager.
- All annual leave dates must be requested through the employee's immediate line manager, and by giving the required notice using leave booking rules as detailed below;
  - for short periods of up to three days; a minimum of one week's notice is required.
  - for any periods in excess of three days; the general notice period for taking leave is required to be at least twice as long as the amount of leave the employee wants to take, e.g. a minimum of two weeks' notice for one week's leave.
- Where one person has leave dates which have been agreed by the management, a request from a second person, overlapping with the same dates may be refused. A request from a third person, however, will not be permitted under any circumstances.
- Requests made through notices given with less than the required term will only be considered if there are exceptional circumstances (e.g. in case of emergency).
- In all cases it is advisable to request and confirm all annual leave dates as soon as possible.
- The Fairhazel Co-operative and its management reserve the right to refuse requests for periods at or around the New Year, mid-summer times, and around AGMs, SGMs and Audit times.
- Requests for leave within the first three months of the new employee's starting work will only be considered if there is an emergency.
- Employees' annual leave entitlement and rights are outlined in their contract of employment.

**Review**

This policy will be reviewed annually or sooner when necessary, and updated or revised as appropriate.