



Discretionary Staff Annual Leave Policy

Staff contracts state the official annual leave allowance, however there are circumstances when management reserve the right to authorise additional (unpaid) annual leave days.

What we aim to do

We manage the Little Bicks team fairly and we do not show favouritism to any staff member. There may be times when a request is made by a member of staff to have additional time off. ('additional time' refers to Little Bicks being a term time nursery and we pay an extra 5.6 weeks holiday to what is worked. The contract states that holidays must be taken outside of term time.) We aim to allow staff to take extra days holiday and management will authorise this when certain criteria are met.

How we will achieve this

The criteria to be considered for management to consider extra annual leave days is as follows (but is not an exhaustive list):

Criteria 1

The nursery must be in ratio so appropriate cover must be sought by the staff member. This includes maintain appropriate levels of qualified staff.

Criteria 2

The requested annual leave should not be single days repeated over a number of weeks.

Criteria 3

Repeated requests for extra annual leave by the same member of staff will not be considered. 'Repeated requests' should be considered two requests in the same academic year.

Criteria 4

Extra annual leave is not likely to be granted if it is requested over the following occasions:

- Parent meetings
- Graduation
- Chanukah or Purim party
- Mock Seder
- Nursery outings
- Any other time which the manager deems inappropriate to grant the leave

Criteria 5

Extra annual leave requested in excess of five working days is unlikely to be granted unless in exceptional circumstances at the discretion of management.

Criteria 6

All extra annual leave granted will be unpaid.

All requests for leave must be put in writing to management at least 14 days in advance. Management are given seven days to approve or reject the proposal. During busy periods this is unlikely to be granted if the correct procedure is not followed then disciplinary measures will be sought.

Date policy was reviewed	March 2023
This policy is due for review before	March 2024