



# Annual Holiday Entitlements

Your guide to managing leave effectively



# Your Holiday Rights



## Four Weeks Annual Leave

Entitled after 12 months' continuous employment under Holidays Act 2003.



## Long Service Benefits

Selected employees may qualify for additional holidays with extended service.



## Universal Coverage

Policy applies to all employees across the organisation.



# Planning Your Holidays

01

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## **Manager Responsibility**

Managers ensure employees take all entitled annual holidays.

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## **Advance Planning**

Holiday plans drawn up in consultation as far ahead as possible.

03

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## **Constant Review**

Plans reviewed considering entitlements, work demands, and changing circumstances.

# Scheduling Guidelines

1

## Mutual Agreement

Managers and employees agree timing, balancing wishes and organisational needs.

2

## 12-Month Timeframe

Holidays must be taken within 12 months of entitlement date.

3

## Continuous Period

Minimum two weeks continuous leave allowed if employee wishes.

4

## 14 Days' Notice

Organisation may require outstanding holidays with adequate notice given.

# Recording and Compliance

## Leave Applications

Submit Leave application form before every holiday period commences.

Managers ensure forms completed for proper record-keeping.

## Forfeiture Rules

Statutory minimum holidays retained beyond 12 months.

Additional holidays forfeited after 12 months unless manager's failure.

- ☐ Rest and recreation is the purpose – managers must ensure holidays are taken.

# Holiday Pay Calculation

1

## **Statutory Minimum**

Greater of ordinary weekly pay or average weekly earnings over 12 months.

2

## **Additional Holidays**

Paid at normal week's remuneration as determined by organisation.

3

## **Payment Timing**

Paid through normal pay cycle if employment agreement allows.

No circumstances allow untaken holidays to be "cashed up" – time for rest is prioritised.



# Need Support?

For guidance on managing annual holiday entitlements and compliance with the Holidays Act 2003, contact our team.

[Contact HR Unlocked](#)