

Annual Leave Policy

Youth Start Limited

Company Number: 16864238

Registered Office: 370 Osmaston Park Road, Derby, DE24 8FB

Website: youthstart.co.uk

Effective Date

1 January 2026

Last Updated

1 January 2026

Introduction

This Annual Leave Policy sets out Youth Start Limited's approach to managing annual leave for all staff members employed by Youth Start. Youth Start recognises that annual leave is essential for the health, wellbeing, and productivity of staff, and is committed to providing a fair and consistent approach to annual leave entitlements and management.

This policy outlines the annual leave entitlements for all staff, the procedures for requesting and approving annual leave, the rules governing the carryover of unused leave, and the payment of annual leave on termination of employment. Youth Start is committed to managing annual leave in accordance with Working Time Regulations 1998 and other relevant UK employment legislation.

This policy applies to all staff members employed by Youth Start on a permanent or fixed-term basis. Different arrangements may apply to mentors, volunteers, and candidates, as outlined in this policy.

Purpose of This Policy

The purpose of this Annual Leave Policy is to:

- Outline the annual leave entitlements for all staff members
 - Explain the procedures for requesting and approving annual leave
 - Describe the rules governing the carryover of unused annual leave
 - Outline the payment of annual leave on termination of employment
 - Explain how annual leave is calculated for part-time and fixed-term staff
 - Ensure compliance with the Working Time Regulations 1998 and other relevant UK employment legislation
 - Promote a fair and consistent approach to annual leave management
 - Support the health, wellbeing, and productivity of staff
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Legal Framework

Youth Start operates in compliance with the following UK legislation:

- **Working Time Regulations 1998:** Sets out the minimum entitlements to annual leave and rest periods
 - **Employment Rights Act 1996:** Governs employment rights including payment of annual leave
 - **Equality Act 2010:** Requires fair treatment and reasonable adjustments for individuals with disabilities
 - **Data Protection Act 2018 and UK GDPR:** Governs the handling of personal data relating to leave requests
 - **Statutory Holidays Act:** Governs entitlements to paid time off for bank holidays and public holidays
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Annual Leave Entitlements

Full-Time Staff

Full-time staff employed by Youth Start are entitled to the following annual leave:

First Year of Employment (Probationary Period): - 20 working days per annum (equivalent to four weeks)

After Probationary Period (2+ Years of Service): - 25 working days per annum (equivalent to five weeks)

After 5 Years of Service: - 28 working days per annum (equivalent to 5.6 weeks)

Annual leave entitlements are in addition to statutory bank holidays and public holidays.

Part-Time Staff

Part-time staff are entitled to annual leave on a pro-rata basis, calculated as a proportion of full-time entitlements based on the number of hours worked per week.

For example, an employee working 20 hours per week (50 per cent of full-time hours) would be entitled to 50 per cent of the full-time annual leave entitlement.

Fixed-Term Staff

Fixed-term staff are entitled to annual leave on a pro-rata basis, calculated as a proportion of full-time entitlements based on the length of their contract.

For example, an employee on a six-month fixed-term contract would be entitled to 50 per cent of the annual leave entitlement for a full year.

Bank Holidays and Public Holidays

In addition to annual leave, all staff are entitled to paid time off for the following bank holidays and public holidays:

- New Year's Day (1 January)
- Good Friday (date varies)
- Easter Monday (date varies)
- Early May Bank Holiday (first Monday in May)
- Spring Bank Holiday (last Monday in May)
- Summer Bank Holiday (last Monday in August)
- Christmas Day (25 December)
- Boxing Day (26 December)

Staff who are required to work on a bank holiday or public holiday will receive either:

- Time off in lieu (TOIL) on another agreed date, or
- Additional pay at the appropriate rate (to be agreed with their manager)

Annual Leave Year

The annual leave year runs from 1 January to 31 December each calendar year.

Leave entitlements are calculated on a calendar year basis. Annual leave cannot be carried over from one calendar year to the next, except in the following circumstances:

- **Statutory Carryover:** Up to five working days of unused annual leave may be carried over to the following calendar year, provided that the employee has made a reasonable attempt to take their leave during the year
- **Exceptional Circumstances:** In exceptional circumstances, Youth Start may permit additional leave to be carried over, subject to the approval of the employee's manager and the Managing Director

Any leave carried over must be taken within the first three months of the following calendar year. Leave not taken within this period will be forfeited, unless there are exceptional circumstances.

Requesting Annual Leave

Leave Request Procedures

Requests for annual leave should be made as far in advance as possible, and in accordance with the following procedures:

Notice Period: - For leave of up to five working days: at least two weeks' notice - For leave of six to ten working days: at least four weeks' notice - For leave of more than ten working days: at least eight weeks' notice

Requests should be submitted to your manager in writing (email is acceptable), using the annual leave request form or by email to contact@youthstart.co.uk.

Approval Process: - Your manager will review your request and confirm approval or request alternative dates within five working days of receiving your request - Approval is subject to operational requirements and the need to maintain adequate staffing levels - Your manager will consider your request fairly and will not unreasonably withhold approval

Confirmation: - Once approved, your leave will be recorded in the annual leave register - You will receive written confirmation of your approved leave dates - You should ensure that your work is covered during your absence and that all urgent matters are dealt with before you leave

Urgent or Short-Notice Leave

In exceptional circumstances, requests for leave with less notice than specified above may be considered, subject to:

- Operational requirements and staffing levels
- The reason for the short notice
- The availability of cover for your role

Requests for urgent or short-notice leave should be made to your manager as soon as possible and will be considered on a case-by-case basis.

Declining Leave Requests

Youth Start may decline a request for annual leave if:

- The request does not comply with the notice period requirements
- Granting the leave would result in inadequate staffing levels or would significantly impact operations
- The leave would conflict with critical business activities or deadlines
- The employee has already taken a significant amount of leave in the current year

If a leave request is declined, your manager will provide a reason and will suggest alternative dates if appropriate. You have the right to appeal a declined leave request to the Managing Director.

Leave During Peak Periods

During peak periods or busy times of year, Youth Start may restrict the amount of leave that can be taken by multiple staff members at the same time. Your manager will advise you of any such restrictions and will work with you to find suitable leave dates.

Taking Annual Leave

During Your Leave

During your annual leave, you are entitled to be completely free from work. You should not be contacted regarding work matters unless there is a genuine emergency.

If you are contacted regarding a work emergency during your leave, you will be paid at your normal rate for any time spent dealing with the emergency matter.

Keeping in Touch Days

In exceptional circumstances, Youth Start may request that you work a “keeping in touch” (KIT) day during a period of extended leave (such as maternity leave). KIT days are optional and will be paid at your normal rate.

Working During Annual Leave

You should not work during your annual leave unless there is a genuine emergency or you have agreed with your manager to work a KIT day. If you work during your leave without prior agreement, you may be required to take additional leave to compensate.

Annual Leave and Other Types of Leave

Annual Leave and Sickness Absence

If you become ill during a period of annual leave, you may request to convert the annual leave to sick leave, subject to the conditions set out in the Sick Leave Policy.

Annual Leave and Maternity Leave

If you are due to take maternity leave, you should plan your annual leave carefully. Any unused annual leave at the start of your maternity leave will be carried over and must be taken either before your maternity leave begins or after you return to work.

Annual Leave and Parental Leave

If you are due to take parental leave (such as paternity leave or adoption leave), you should plan your annual leave carefully. Any unused annual leave at the start of your parental leave will be carried over and must be taken either before your parental leave begins or after you return to work.

Annual Leave and Study Leave

If you are taking study leave or training leave, this is separate from your annual leave entitlement. Study leave should be requested in accordance with any study leave policy or agreement with your manager.

Carryover of Annual Leave

Carryover Rules

As set out above, annual leave cannot normally be carried over from one calendar year to the next. However, the following exceptions apply:

Statutory Carryover (Up to 5 Working Days): - Up to five working days of unused annual leave may be carried over to the following calendar year - This is subject to the employee having made a reasonable attempt to take their leave during the year - Carried-over leave must be taken within the first three months of the following calendar year - Leave not taken within this period will be forfeited

Exceptional Circumstances: - In exceptional circumstances (such as significant operational demands or personal circumstances), Youth Start may permit additional leave to be carried over - Any such carryover must be approved in advance by the Managing Director - Carried-over leave must be taken within an agreed timeframe (typically within the first six months of the following calendar year)

Planning Leave

To avoid the loss of annual leave, you should:

- Plan your leave well in advance
- Submit leave requests as early as possible
- Discuss your leave plans with your manager
- Ensure that you take your full entitlement each year

Your manager will support you in planning your leave and will work with you to ensure that you are able to take your full entitlement.

Payment of Annual Leave

Payment During Leave

You will be paid your normal salary during periods of annual leave. Payment is calculated as follows:

- **Hourly Paid Staff:** Hourly rate multiplied by the number of hours normally worked on that day
- **Salaried Staff:** Normal monthly salary divided by the number of working days in the month, multiplied by the number of leave days taken

Payment is made on your normal payday.

Payment on Termination of Employment

When you leave Youth Start, you will be paid for any unused annual leave in your final pay, calculated as follows:

- Unused annual leave is calculated based on the leave year in which your employment ends
- Payment is calculated at your normal rate of pay
- Payment is made in your final salary payment

If you have taken more annual leave than you are entitled to at the point of termination (for example, if you have taken leave in advance of accrual), Youth Start may deduct the overpayment from your final salary, subject to the legal requirement that your final pay must not fall below the National Minimum Wage for the hours worked.

Payment During Notice Period

If you are required to work during your notice period, you will be paid your normal salary. If you are placed on “garden leave” (paid leave during your notice period), you will continue to be paid your normal salary, and any leave taken during this period will not be deducted from your annual leave entitlement.

Flexible Working and Annual Leave

If you work flexible hours or have a flexible working arrangement, your annual leave entitlement will be calculated based on the number of hours you are contracted to work per year.

For example, if you work flexible hours averaging 30 hours per week, your annual leave entitlement will be calculated as a proportion of the full-time entitlement based on 30 hours per week.

Record Keeping

Annual Leave Register

Youth Start maintains an annual leave register that records:

- Each employee’s annual leave entitlement for the current year
- Approved leave dates
- Leave taken to date
- Remaining leave balance
- Any carried-over leave from the previous year

The annual leave register is updated regularly and is available for your review. You should check your leave balance regularly to ensure that it is accurate.

Personal Leave Records

You are responsible for keeping track of your own leave balance and for ensuring that you take your full entitlement. You should:

- Keep a record of your approved leave dates
 - Check your leave balance regularly
 - Notify your manager if you believe your leave balance is incorrect
 - Plan your leave in advance to ensure that you take your full entitlement
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Disputes and Appeals

Disputes Regarding Leave Entitlements

If you believe that your annual leave entitlement is incorrect, or if you have a dispute regarding the approval or denial of a leave request, you should:

- Discuss the matter with your manager in the first instance
- If the matter is not resolved, raise a formal grievance in accordance with the Disciplinary & Grievance Procedures

Appeals Against Declined Leave Requests

If your leave request has been declined, you have the right to appeal the decision to the Managing Director. Your appeal should:

- Be submitted in writing within five working days of the decline decision
- Set out the reasons why you believe the leave should be approved
- Provide any supporting information or evidence

The Managing Director will review your appeal and will provide a written response within five working days.

Mentors, Volunteers, and Candidates

Mentors and Volunteers

Mentors and volunteers are not entitled to annual leave, as they are not employees. However, Youth Start will take a flexible and understanding approach to their availability and will work with them to arrange suitable times for their involvement.

Candidates

Candidates are entitled to annual leave from their employer during their placement, in accordance with their employment contract and the employer's annual leave policy. Youth Start does not provide annual leave to candidates.

If a candidate wishes to take annual leave during their placement, they should:

- Discuss their leave plans with their employer
 - Notify their Youth Start mentor of their leave dates
 - Ensure that their employer has approved their leave request
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Confidentiality and Data Protection

All information relating to annual leave requests and records is treated as confidential and personal data under the UK GDPR and Data Protection Act 2018.

Youth Start will:

- Only collect and process leave information that is necessary for managing annual leave
- Store leave records securely
- Only share leave information with relevant managers on a need-to-know basis
- Retain leave records in accordance with the Data Retention Policy (typically for six years after the end of employment)

You have the right to access your leave records in accordance with the Data Protection Policy.

Review and Monitoring

This Annual Leave Policy is reviewed annually to ensure that it remains current and effective. The review considers:

- Changes to UK legislation or statutory leave entitlements
 - Changes to Youth Start's operations or working patterns
 - Staff feedback and suggestions
 - Industry best practice and guidance
 - Absence and leave trends
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Contact Information

If you have any questions about this Annual Leave Policy, or if you wish to request annual leave, please contact Youth Start Limited using the following contact details:

Youth Start Limited

Registered Office: 370 Osmaston Park Road, Derby, DE24 8FB

Email: contact@youthstart.co.uk

Telephone: 07470435603

Website: youthstart.co.uk

Relationship with Other Policies

This Annual Leave Policy should be read in conjunction with the following policies:

- Sick Leave Policy
 - Health & Safety Policy
 - Code of Conduct
 - Disciplinary & Grievance Procedures
 - Data Retention Policy
 - GDPR Compliance Policy
 - Flexible Working Policy (if applicable)
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Acknowledgment

By accepting employment with Youth Start, you acknowledge that you have read this Annual Leave Policy, understand it, and agree to comply with all annual leave procedures and requirements.

Last Updated: 1 January 2026

Next Review Date: 1 January 2027

