



Annual Leave and Public Holidays Policy

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1. Introduction

- 1.1 This policy advises Children's Hearings Scotland (CHS) employees on their Annual Leave and Public Holiday allowances as well as procedures related to them.

2. Scope

- 2.1 This policy applies to all CHS employees from day one of employment.

3. Aims

- 3.1 To ensure Annual Leave and Public Holidays are managed fairly across CHS.

4. Annual Leave

- 4.1 On taking up employment with CHS, employees are entitled to 25 days annual holiday with a further 5 days entitlement after 5 full years continuous service with CHS.

- 4.2 For the purposes of annual leave, CHS will recognise continuous service for any period of employment with any employer who is named in the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 provided that

- (i) any such employment terminated less than one week prior to your employment with CHS commencing; and
- (ii) was continuous with that employer prior to that date.

- 4.3 Part time employees are entitled to holidays pro-rata to those of full time employees.

- 4.4 Newly appointed employees will be entitled to annual holidays pro-rata from their start date during the leave year of their appointment and up until the end date of the annual leave year.

- 4.5 Annual leave is to be taken by arrangement with the relevant line manager taking account of the requirements of the service. Employees wishing to take annual leave are required to give the employer at least twice as much notice as the duration of the leave requested. For example, a request for two weeks' leave must be made at least four weeks in advance of the start of the holiday.
- 4.6 It is recommended that line managers monitor the taking of annual leave to ensure that employees are taking leave regularly throughout the leave year to ensure they get a sufficient amount of rest and do not accrue leave unduly.
- 4.7 Employees may carry over up to 5 working days (or pro-rata equivalent for part-time employees) at the end of the annual leave year.
- 4.8 Any annual leave carried over must be taken before the end of March in the next leave year.
- 4.9 In all cases employees should be encouraged to use their full annual holiday entitlement in the current leave year. Where, due to operational reasons and at management's request, line managers may exceptionally vary the number of days carried forward.
- 4.10 Generally, employees can take a maximum of 2 weeks' holiday at any one time. In exceptional circumstances and subject to line manager discretion, holidays of a longer duration may be permitted. Line managers will take account of the requirements of the service when considering such a request.
- 4.11 Employees leaving CHS are entitled to annual holidays pro-rata to their service in that leave year. A sum in respect of holidays taken in excess of this will be deducted from final pay.
- 4.12 Employees who give or receive notice to terminate their employment will be required to take any outstanding holiday entitlement during their period of notice. Payment in respect of leave not taken is subject to the prior approval of the appropriate Line Manager and will only be made in cases where, for operational reasons, the employee cannot be allowed to take the holidays before employment with CHS ends.

5. Process for Requesting and Approving Annual Leave

- 5.1 Employees should request Annual Leave via the eHR self-service. The user guide can be found [here](#).
- 5.2 Line managers are responsible for reviewing and approving/declining Annual Leave requests on the eHR system. The line manager user guide can be found [here](#).

6. Public Holidays

- 6.1 CHS colleagues are entitled to 11.5 days' public holiday each leave year (pro-rata for part-time colleagues). A minimum of 8 days' public holiday are fixed and are allocated on a national basis as follows (with individual employees having personal protection for existing arrangements to be added to annual leave entitlement):

1 January
2 January
Good Friday
Easter Monday
May Day
St Andrews' Day
25 December
26 December

- 6.2 Fixed Public Holidays that fall on non-working days of part time employee, remain in their balance to be taken on working days.
- 6.3 In addition, 3.5 further days are allocated on an annual basis, to be either fixed or taken as floating public holidays.

- 6.4 The floating Public Holidays are to be booked following the process outlined in section 5.
- 6.5 For employees starting or leaving part-way through the leave year public holiday entitlement will be pro-rated.
- 6.6 Once fixed public holidays are set and where there is a mandatory requirement for employees to attend work during fixed public holidays, this will be compensated as outlined in CHS' Overtime Policy.
- 6.7 Where employees incur additional costs through attendance at work during fixed public holidays e.g. childcare or travel costs, payment will be in accordance with agreed policies on production of the necessary documentation.

7. Policy Approval

- 7.1 This policy is not contractual and is not intended to be incorporated into individual terms and conditions of employment. It may be subject to review, amendment or withdrawal.
- 7.2 For any changes to the policy, CHS Team Forum will be consulted.

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