



Annual leave Policy and Procedure

Notice to employees using a paper copy of this policy
The company Policies folder on the shared drive holds the most recent version of this document and all employees must ensure that they are using the most recent guidance.

Document Control

Document Name	Annual Leave Policy
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Purpose	To provide clarity for support workers and nurses employed by Libertatem Healthcare Group on the annual leave process
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Version Control

Version	Date	Amended by	Comments
V1.0	19.07.2019	Karen Hodgkinson	New policy implemented

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Purpose

Libertatem Healthcare group recognise the importance for employees to take time off from work so that they can rest and re-energise. Employees who take regular holidays can be more motivated about their work and perform more effectively than those who do not.

The purpose of this policy is to ensure that annual leave is managed fairly and consistently across all our staff teams, and to inform all members of staff of the procedure that must be followed when applying for annual leave and annual leave payments.

Scope

The policy applies to all agency staff employed by Libertatem Healthcare Group.

Entitlement

Libertatem Healthcare Groups annual leave year runs from the 1st April to the 31st march.

Holiday entitlement accrues at an even rate throughout the Holiday Year and is calculated as 12.07% for every hour that you work.

At Libertatem Healthcare Group the maintenance of our client's safe staffing levels will remain the priority and there will be limits in place as to the numbers of staff who may be on leave at one time, therefore requests for leave are not always guaranteed to be granted. Libertatem Healthcare Group would therefore strongly advise that staff should not be confirm travel arrangements and accommodation until approval of the leave request has been received.

All annual leave requests must be submitted via the electronic portal with a minimum of 4 weeks' notice and the requested dates are not confirmed until the individual receives a confirmation email.

If leave is required for longer than 2 weeks, this must be discussed with the coordinator prior to requesting leave so that staffing contingency can be assured for our clients.

The process for booking and leave

If you are intending of having time off work, log in to the Libertatem Healthcare Dashboard by following the below link and in put your unique details;

www.libertatemhealthcare.co.uk/login

- Scroll to the bottom of the page under the heading **HR Forms**
- Select 'Submit an annual leave request'



- Complete all fields within the form making sure dates are correct throughout.
- Click Submit.

Following receipt of this form your Care Co-ordinator will approve or reject this request via email.

The process for requesting annual leave payments

You may check with the healthcare coordinator how much money you have accrued in your holiday leave account. You can do this by telephoning the office on 0118 9730006 or by emailing your coordinator.

The following is to be used by everyone whether you are requesting funds as you are taking time off or just claiming your holiday allowance that has accrued.

- Log in to the timesheet portal using your unique details
- Access the a timesheet job called 'Holiday Pay'
- Open the timesheet as normal.
- Use the arrows in the top right to select the week you wish for the timesheet to be entered
- Simply add in the monetary value of what your wish to claim in the 'Sunday Box'
- Click submit.

The screenshot displays a web-based timesheet form. At the top, there's a navigation bar with a 'New timesheet for same Job' button and a date range selector set to '13/05/19 - 19/05/19'. Below this, the user's name 'Alison Curtis' is shown. The status is 'Draft'. The client is identified as 'Libertatem Healthcare Group' and the job title is 'Holiday Pay'. A table allows for entering holiday pay amounts for each day of the week (Mon-Sun), with all fields currently showing '£0.00'. An 'Additional info' text box is provided below the table. Action buttons include 'Hide actions', 'Hide notes', 'Attach file', 'Save draft', and 'Submit'. A dropdown menu for selecting an approver is set to 'Amber Calleran'. At the bottom, a table header lists 'Date', 'User', and 'Note', with the message 'No records to display' below it.

It is the individuals responsibility to ensure this process is completed correctly and in a timely manner to ensure that payments is made into the personal bank account on the correct day.

Termination of contract

If employment is terminated by Libertatem Healthcare Group or by the employee it is the responsibility of the employee to complete above process to request payment of monies accrued.