



Annual Leave and Absence Policy

St James Church Clitheroe

Annual Leave Policy

Purpose and scope

We encourage all employees to take their full contractual allowance of annual leave. The purpose of this policy is to set out how to agree absences with your line manager and how the PCC will deal with requests in a fair and consistent manner.

This policy applies to all employees. This policy does not form part of our employment contracts and we may amend it at any time.

St James Church holiday year

The church's holiday year runs from 1st January to 31st December.

Annual leave allowance

Your Annual Leave allowance is confirmed in your contract of employment. For full time employees who also work on a Sunday, this is 36 days, of which only 6 should be Sundays.

For employees who do not work on a Sunday, this is 30 days.

For part-time employees, your holiday is calculated pro rata.

In line with the clergy holiday allowance, holiday should not be taken on Good Friday, Easter Day, Christmas Eve or Christmas Day.

During your first and last year of service your annual leave allowance will be reduced accordingly on a pro rata basis.

Bank holidays are additional to your holiday allowance.

Booking annual leave

Annual Leave must be arranged in advance of the period of absence. This gives the church time to ensure workloads can be properly covered during your absence or that it doesn't clash with important events in the church's year.

You will need to obtain approval from your manager (either the Rector or the Operations Manager) in writing.

If you are off work without first obtaining approval from your manager it will be treated as an unauthorised absence.

The church will make every effort to accommodate your request for holiday. To be fair to all employees, requests will be dealt with on a first come first served basis, and subject to the operational needs of the church.

Extended periods of annual leave

Extended periods of absences can be more difficult for the church to organise around operational needs. Please discuss with your manager if you would like to take time off greater than 14 days.

Carrying over annual leave

For the purposes of maintaining a healthy work / life balance you should aim to take all your annual leave during the year in which it is earned. Where this is not possible the church will allow you to carry forward 14 days until the next year.

If you're unable to take your full allowance in the year due to already being off work from sickness, injury or maternity then in line with legal requirements you may be able to carry this forward into the following year.

Sickness absence and holidays

If you are sick during a period of approved holiday leave, any days covered by a medical certificate may be converted to sickness absence and your holiday entitlement credited for the affected days. Our Sickness Absence procedures will still apply and failure to comply with this procedure may result in you forfeiting the right to have your holiday reallocated to be taken at another time.

Family leave and annual leave

For the purposes of this policy, family leave includes: maternity leave; paternity leave; adoption leave; parental leave; and shared parental leave.

You will continue to accrue annual leave as normal during periods of family leave.

Compassionate leave

During a time of difficulty, particularly family illness or bereavement, you may request compassionate leave. This will be granted following a discussion with the Rector. We recognise that the nature of our

work means that more compassionate leave may be necessary than in other sectors, and we aim to support you and care for you as much as is possible.

At the end of your employment

The church may require you to take any accrued but untaken annual leave allowance during your notice period. Alternatively, the church may pay you in lieu of any unused annual leave accrued during the current holiday year. This can be agreed at the time.

Leave on Sundays

For many church employees, working on a Sunday is part of our contractual obligation. However, we also have a responsibility to ensure that our employees have space to worship and learn unencumbered by demands of the workplace.

As a guide, we suggest that:

- Sundays are counted separately in your holiday allowance. You may take up to 6 Sundays a year off.
- In addition, you can take 1 Sunday off per term. This is not counted as holiday but is granted at the discretion of the Rector.
- Employees should only put themselves on a Sunday serving rota twice a month maximum. If they are not serving on a rota, they should still be present at a Sunday worship service.
- If an employee is obliged to work on a Saturday, they should take Sunday off as time in lieu. However, this may not always be the Sunday immediately following the working Saturday. Employees are responsible for making sure they have a 24 hour uninterrupted rest period once a week.

Managing your working hours

Due to the nature of their role, employees may not have set working hours. It is the responsibility of the employee to ensure that they are working the full number of hours specified in their contract and that they are using their working time effectively and efficiently.

Employees should keep records of their working patterns, and review this with their line manager if they believe their working pattern is unmanageable.