

Holidays

The maximum holiday entitlement is 28 days per year, as per Employment Law for a full-time member of staff. After 5 years service this entitlement is increased by 1 day per annum. After 10 years service this entitlement is increased by 1 day per annum to a maximum of 30 days per year.

Maximum Holiday Entitlement	Full - time 5 days per week	Full-time 4 days per week	Full-time 3 days per week	Full-time 2 days per week
	28 days	22.5 days	17 days	11.5 days
	After 5 and 10 years service this entitlement is automatically increased by 1 day per annum to a maximum of 30 day per year.			

When you start or finish working for Grafton Childcare your holiday entitlement is calculated on a pro rata rate for the year.

Your holiday maximum entitlement is shown in **your employee section of myhrtoolkit**.

All holidays must be requested using the Holiday Request section of myhrtoolkit.

Holidays must be taken at times convenient to the Company and two calendar months written notice of your request to take holiday must be given to the Manager, via **myhrtoolkit**. Grafton Childcare will normally try to accommodate individual preferences for holiday dates but the needs of the business may have to take precedence, particularly where inadequate notice is given. Some holidays are determined in advance by Grafton Childcare and will be notified to you at the start of the holiday year via **myhrtoolkit**. All employees other than maintenance workers will be required to take some of their holidays on the days specified when Grafton Childcare will be closed.

Easter Shut Down

Grafton Childcare is always closed for between five and six days over Easter each year. Specific dates will depend on when the Good Friday and Easter Monday bank holidays falls each year. For 2020 the specific dates will be Monday 6th April until Monday 13th April, reopen on Tuesday 14th April 2020. Refer to our website for future years www.graftonchildcare.co.uk

Summer Shut Down

Grafton Childcare is always closed for between five and six days at the end of August each year. Specific dates will depend on when the August bank holiday falls each year. For 2020 the specific dates will be Monday 24th August until Monday 31st August, reopen on Tuesday 1st September 2020. Refer to our website for future years www.graftonchildcare.co.uk

Christmas/New Year

Grafton Childcare is always closed for seven days between Christmas Eve and New Year's Day each year. Specific dates will depend on the calendar for each year and will vary. For 2020/21 the specific dates will be Thursday 24th December until Friday 1st January, reopening on Monday 3rd January 2021. Refer to our website for future years www.graftonchildcare.co.uk

For new employees it is possible that he/she will not have accrued sufficient service to be paid for the whole of the holiday period. Employees should understand that any holiday in excess of what has been earned, might have to be taken without pay.

Allocating Holidays

We understand that some dates and times of the year are more popular than others. For example you may wish to book annual leave to run alongside dates when Grafton Childcare is closed at Easter, during our Summer Shut Down and Christmas and New Year.

In order to be fair to all staff approval will not usually be given for a member of staff wishing to book for example the week prior to our Easter or Summer Shutdown if they were approved those dates in the previous year.

At all times there will be minimum staffing levels that must be maintained to comply with Ofsted statutory requirements.

Unpaid Leave

Unpaid leave must be requested using the same process as above. Normally no more than 2 weeks holiday can be taken at any one time.