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Annual Leave Policy

Metanoia Institute

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People policies online

These can also be found on the [People Hub](#).

External Reference

GOV.UK: <https://www.gov.uk/holiday-entitlement-rights>

ACAS: <https://www.acas.org.uk/checking-holiday-entitlement>

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Annual Leave Policy

1. Policy statement

This annual leave policy sets out your entitlements to annual leave and the Institute rules on taking annual leave. Under the Working Time Regulations 1998, you are entitled to a minimum of 5.6 weeks of paid annual leave in each leave year. This entitlement includes public holidays.

2. Purpose

This policy aims to inform you of your entitlements, how annual leave accrues and is calculated, and how you use your annual leave entitlement.

This policy does not form part of your employment contract. Nothing in this policy alters, replaces, or overrides the terms and conditions of your existing contract of employment.

3. Scope

This policy applies to all employees but does not include contractors or agency workers who are paid by an employment agency direct.

4. Annual leave year

The Metanoia Institute annual leave year runs from 1 September to 31 August each year. If you join part-way through the year your annual leave entitlement will be pro rata for the part of the year you work.

5. Annual leave entitlement

The 5.6 weeks of annual leave, 28 days for a full-time employee, will convert into different entitlements for each employee dependent on their individual working arrangements. Individual contracts of employment will detail an employee's personal entitlement. For example, 5.6 working weeks' leave will, by the nature of their working week, convert to fewer days or hours of annual leave for a part-time employee when compared to a full-time employee.

The Institute offers an incremental increase of the annual leave entitlement based on the employee length of service, as follows:

Length of service	Annual leave entitlement
0 – 12 Months	20 days plus bank holidays (28 days)
1 – 5 Years	25 days plus bank holidays (33 days)
5 Years and above	30 days plus bank holidays (38 days)

The increment will be applied at the anniversary point of your service and will be updated in your employee record.

It is your responsibility to ensure you check your online employee record, which will contain your entitlement based on your Statement of Terms. If you have any questions about your annual leave entitlement you should discuss this with your manager.

For staff on legacy annual leave arrangements, where this is higher than the annual leave entitlement outlined above, and where you change role, for example through a job change, promotion, or other reason, you'll receive a contract variation notification which will include harmonised annual leave entitlement to align you with the arrangements outlined above.

6. Booking annual leave

You must give notice of your request to take leave, applications must be made in advance, using the Institute's people system and must be approved by your manager.

Approval is when your manager has accepted your request in the people system and you receive an email confirming your application has been approved.

You should not make any firm travel or accommodation arrangements, until you have received written confirmation that your request for leave has been granted. There may be circumstances where the Institute cannot grant the request, such as operational/staffing requirements.

The Institute is not liable for any loss incurred, such as lost deposits, etc, where those costs and commitments have been made prior to receiving confirmation.

The following notice periods for leave requests apply.

Period of leave requested	Period of notice required
A week or more	Four weeks' notice
Single day	One weeks' notice

There may be more requests than usual for leave that coincide, for example, with school holidays/half-terms, due to the number of employees with children of school age. The Institute will make every effort to accept as many of these requests as possible but has to have regard to its operations and ensuring there is sufficient cover for all work to be undertaken, considerations which sometimes need to take priority over granting leave requests.

We understand that unexpected events can arise that mean you have to change your plans, which can have a knock-on effect for your booked leave. Requests to cancel pre-booked annual leave should be made in writing to your manager giving as much notice as possible.

Whilst we will always try to accommodate your needs, it is sometimes necessary to balance the needs of the business against those of individual employees, including the considerations of arrangements that have already been made to cover your work during that time.

Cancellation requests therefore may be authorised by your manager at their discretion, taking into account your individual circumstances and the needs of the business, however your manager reserves the right to refuse your request if the cancellation would have an adverse effect on the business.

7. Authorisation

All leave must be pre-authorised by your manager. Taking leave without authorisation will be considered a gross misconduct offence. Taking leave despite a declined request will be considered a gross misconduct offence. Gross misconduct offences may result in dismissal without notice.

8. Institute requirements

You should use your full annual leave entitlement within the leave year, it's important for your wellbeing, and ensuring you receive sufficient rest.

The Institute may reasonably require an employee to take annual leave without prior notification for reasons which will be explained to the employee at the time.

For teaching and school-based roles, employees are not permitted to book annual leave during term time and instead must book annual leave during school holidays only.

Where the Institute offers an office winter shutdown, or similar, you will only be required to use the statutory bank holidays that fall within this period, and on your normal working day, the remainder of the period will not require you to use your annual leave entitlement. The winter shutdown dates will be communicated during the start of the Autumn term.

You may not normally take more than two working weeks consecutively, and it is not permitted to attach annual leave to the winter shutdown.

9. Public holidays

Due to the needs of the business, it may be necessary for an employee to work on a public holiday. Where this happens, you will be entitled to take a day's leave at another time in the leave year to be agreed with the line manager in accordance with business needs.

10. Holiday pay

Your holiday pay will be at your normal basic pay unless shown otherwise in your Statement of Main Terms.

11. New starters and pre-booked leave

During the recruitment process, prospective employees may be asked whether they have any leave booked that would take place after commencement of employment. If the individual is recruited, the Institute will normally allow such leave to be taken.

The rules on accrual of annual leave may mean that you have not, at the time that leave is to be taken, accrued such length of leave to cover your holiday. In this case, your manager will agree with you how any time off in excess of accrued leave will be covered, for example by agreeing unpaid leave.

It is Institute policy not to permit leave within the first two months of commencement of employment unless leave was pre-booked before employment commenced.

12. Holidays and sickness

The normal sickness notification procedures will apply when you are on leave and wish to reallocate the period of annual leave as sickness. Where such notification is received, the Institute may permit those days to be classed as sick days and equivalent time off taken as paid leave later in the leave year provided the leave falls within the statutory minimum entitlement. The days on which the leave is to be taken must be agreed with your manager.

If you are on an overseas holiday when you fall sick, you should contact the Institute as soon as reasonably practicable.

13. Family leave

You may be entitled to either maternity, paternity, adoption or shared parental leave, or other such leave in relation to your family/dependants. Often referred to as family leave, this is in addition to the statutory annual leave.

Annual leave will continue to accrue during periods of family leave and, as part of a pre-leave meeting that will be arranged between you and your manager, a discussion will take place covering the taking of annual leave around family leave.

14. Untaken annual leave

The Institute encourages you to use all of your annual leave entitlement each year so that you can rest. You will be given reasonable opportunity to take your leave, and you should ensure you take at least four weeks annual leave in each leave year.

Ordinarily, untaken leave cannot be carried forward into the next leave year and will be lost. Approval must be sought from your Director, in consultation with People & Culture, if you wish to carry forward any annual leave into the next leave year. If this is approved, you must take the carried forward annual leave by 31 December.

The Institute will not consider payment in lieu of annual leave unless exceptional circumstances apply, and only with approval of CEO. In every case, payment in lieu of the statutory minimum entitlement will not be permitted.

Untaken leave due to sickness absence

If sickness means that you cannot take your full annual leave entitlement in a leave year, you may be able to carry forward some of the leave. This is usually limited to a maximum of four weeks' leave, minus any leave already taken (including public holidays) and can be carried forward up to a maximum of 18 months following the end of the leave year in which it was accrued.

Untaken leave due to family leave

If you are unable to take your annual leave due to either maternity, paternity, shared parental, parental bereavement, adoption or parental leave, any statutory annual leave accrued in an annual leave year that has not been taken due to your absence on this type of leave will be carried over into the next annual leave year.

This leave should be taken as soon as reasonably practicable following your return to work and will be subject to normal approval processes.

15. Termination of employment

When employment terminates part way through a leave year, your leave entitlement will be recalculated on a pro rata basis. This will determine the amount of leave you would be entitled to, for the period of service during the leave year.

Any outstanding leave accrued but untaken must be used within your notice period. Exceptionally you may request for this to be paid in your final salary payment this will require Director approval in consultation with People & Culture.

If you have exceeded your pro rata entitlement to holidays at the time you leave your employment, this will be classed as an overpayment and an amount to cover this will be deducted from your final pay.

16. Monitoring and review

The People & Culture team will monitor annual leave use to ensure managers are informed that employees are taking sufficient rest. You should read this policy alongside the other relevant policies, and the Staff Handbook.