



Annual Leave Policy

This policy sets out the guidelines for the management of annual leave. This policy is endorsed by the trustees and will be reviewed regularly to ensure that it remains appropriate to the needs of JustUs.

As staff are self-employed JustUs is not legally obligated to pay annual leave. However, as an act of benevolence the trustees have agreed that all self-employed staff, excluding contractors will receive annual leave payments proportionate to (a percentage of) a Full Time Equivalent (FTE) worker.

The Charity's aim is to provide a remuneration package and working environment that is attractive, and that exceeds that of other organisations in the sector. This is in recognition of the uniqueness of staff roles, to ensure continued motivation of staff and for staff retention. The trustees of JustUs are committed to ensuring a proper balance between paying staff and others fairly to attract and retain the best people for the job whilst ensuring careful management of charity funds. However, should JustUs' bank account balance fall below £15,000 at any time then annual leave payments will be rescinded.

Although the nature of self-employment means that staff are responsible for their own working hours JustUs expects staff members to give due notice of any planned time off so that other staff members can cover their workload if need be.

The holiday entitlement period will start from the date the worker has signed their contract and will end one full year later. Annual leave payments will be paid monthly.

The calculation for annual leave is made using the comparator of an FTE worker working 40 hours per week (2080 hours per year based on 40 x 52) or, for the purpose of this calculation **173.33** hours per calendar month (2080 divided by 12).

The Government states that an FTE worker is entitled to 28 days annual leave. Included in this are 8 bank holidays. This would ordinarily work out at an accrual rate of 2.33 days per month (28 divided by 12) or **18.66** (2.33 x 8) hours per calendar month.

Example using an invoice for 47 hours:

An FTE employee would ordinarily work 173.33 hours a calendar month. This worker has worked 47. This works out as a percentage rate of 27.11% as a basis for calculation.

27.11% of 18.66 = 5.06 therefore this worker has accrued **5.06** hours holiday entitlement payable the following month.

This policy will be reviewed annually.

Adopted: August 2022

Reviewed: January 2024

JustUs Annual Leave Policy – Reviewed January 2024

This Policy is JustUs' intellectual property and cannot be reproduced without permission.

