



Exeter Food Action Holiday Policy

Purpose

Exeter Food Action (EFA) recognises the importance of providing employees with adequate time off from work to rest, relax and recharge. This policy outlines the holiday entitlement and procedure for taking holidays.

Scope

This policy applies to all EFA employees.

Holiday Entitlement

Under the Working Time Regulations 1998, employees are entitled to a minimum of 5.6 weeks of paid annual leave in each leave year. The entitlement is in addition to public holidays, and a discretionary period between Christmas Day and New Years Day. Entitlement will be pro-rated for part-time staff e.g.: an employee working 3 days a week will be entitled to 16.8 days' leave (3 × 5.6).

Holiday Pay

Holiday pay will be calculated based on the employee's normal weekly pay rate using the same formula as outlined above e.g. a full-time employee working a 5-day week will be entitled to 28 days' holiday and pay (5 × 5.6). Similarly, a part-time employee working 2-day week will be entitled to 11.2 days' holiday and pay (2 × 5.6).

Holiday Year

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

Booking Holidays

Employees must make a request for holiday leave to the manager. Requests should be made as far in advance as possible from the intended start date.

Holiday Approval

The manager will consider holiday requests on an individual basis, taking into account the needs of the organisation and any previous holiday taken. The manager will inform the employee of the decision as soon as possible but within two weeks of receiving the request.

Carryover of Holidays

Employees may carry over a maximum of five days of untaken holiday to the next holiday year (pro rata for part-time staff), with the prior approval of the manager,

Payment in Lieu of Holidays

Employees who leave EFA are entitled to receive payment in lieu of any untaken holiday entitlement.

Sickness During Holidays

If an employee falls sick during their holiday, they should notify their line manager as soon as possible. The time taken off due to sickness will be recorded as sick leave and not counted as part of the holiday entitlement.

Review

This policy will be reviewed annually to ensure that it remains effective and relevant. Any necessary changes will be communicated to all employees and volunteers.

By implementing this holiday policy, EFA aims to promote a healthy work-life balance and ensure that employees are able to take time off to rest and recharge, as required by UK law.

Agreed by Trustees on: 28.02.26

Date for review: February 2027