

Annual leave and days off request policy

Requests for annual leave / day's off need to be made one month in advance by the 1st of the month. Please put dates requested into the yellow book.

They will be confirmed and signed off by myself providing they do not clash with another's request. Individuals are entitled to one weekend off a month, although there is flexibility depending on needs and the commitments of support workers. For any requests for days off after the 1st of the month, please see me, although it is not guaranteed that this can be accommodated and may need to be taken as annual leave.

Annual leave is preferably taken outside of the school holidays where possible. A maximum of ten days annual leave per year in our son's school holidays may be taken. Only one team member may take annual leave at any one time.

Rota: Staff are required to inform me of availability one month in advance. The rota is finalised when it is drawn up. If changes are requested, it is the responsibility of the individual to co-ordinate cover. In the event that cover is not possible and it is an emergency, please contact me. It is your responsibility to take down the shifts you are booked for.

If there are any issues with annual leave, please contact the team leader.

Sign off sheet for staff to acknowledge they have read this policy

Print your name	Sign your name	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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