

Hazelwood Nursery and Early Years Holiday Policy

Purpose

This policy is applicable to those on an all year round contract at Hazelwood Nursery and Early Years.

The rationale behind the need for a holiday policy is to ensure the smooth running of the nursery, maintaining quality of care for the children attending and first class administrative services for the parents and other stakeholders. This policy is in place to try to ensure that there are not holiday “bottlenecks” during the course of the year and to ensure that all staff have the opportunity to take all of their holiday.

Holiday entitlement and structure

Staff working 52 weeks per year are entitled to a total of 6 weeks paid annual leave each academic year, running from 1st September to 31st August. One of these weeks, is required to be taken over the Christmas Nursery closure.

As previously mentioned, the policy is in place to ensure that the children in our care receive the best quality childcare with consistent, familiar and qualified staff, as much as is possible. We want to manage when holiday is taken and are therefore introducing the following structure for holiday bookings.

September 1st to Christmas Close - a maximum of two weeks (not including the Christmas closure).

Return from Christmas to end of May – a maximum of two weeks.

Beginning of June to end of August (excluding the last week of August) - a maximum of two weeks.

Holiday requests

Please note that all holiday requests will need to be approved by the Nursery Manager. If there are exceptional circumstances, any changes to the above will need to be requested in writing and approved by the Assistant Head, Head of Early Years. We will do our best to honour all holiday requests made in line with the aforementioned policy.

The holiday policy should be read in conjunction with the sickness policy. Absence and/or sickness from work will be recorded and monitored.

Holiday cannot be carried over to the next academic year, except in extreme circumstances and prior permission has been sought. Otherwise, any holiday allowance not taken will be lost and no payment in lieu will be made.