

# Annual Leave Policy and Procedure

*Adopted by Trustees 19/03/26*

Cambridge Carbon Footprint aims to manage annual leave in a fair, consistent manner. This document sets out information relating to the annual leave entitlement of employees of Cambridge Carbon Footprint. It does not apply to self-employed contractors.

## 1. The holiday year

The holiday year runs from 1 January to 31 December.

## 2. Annual leave entitlement and pay

Each employee's paid annual leave entitlement is outlined in his or her contract of employment.

During holiday taken from your entitlement you will be paid at your normal rate including any benefits to which you are contractually entitled.

Your leave allowance is in addition to bank holidays and other public holidays.

Cambridge Carbon Footprint will calculate your holiday allowance pro-rata if you join the organisation during the holiday year or leave the organisation before the end of the holiday year.

## 3. Booking time off

Annual leave must be arranged prior to your period of absence. Your annual leave request must be confirmed by your line manager. Requests should be made via email.

Cambridge Carbon Footprint will make every effort to accommodate your request for holiday. Requests will be processed on a first come, first served basis. We may require you to avoid taking time off during particularly busy periods.

## 4. Permitted time off and extended holidays

You may take a maximum of two weeks' holiday at any one time unless you have been given exceptional permission. If you would like to take more than two weeks' consecutive leave, please discuss with your line manager and provide as much notice as possible.

## 5. Carrying over annual leave

We encourage all employees to use their leave allowance in full each holiday year. However, you can carry up to one-week -pro rata for part-time employees - to be taken within three months of the end of the holiday year. Please discuss with your line manager to arrange approval in advance.

If you are unable to take your full leave entitlement due to sickness/injury (with a medical certificate provided) or family leave, you may be entitled to carry some or all of your remaining holiday through to the following year.

## 6. Sickness and holidays

If you are sick during an approved annual leave period, you may convert this day to a sickness absence by contacting your line manager as soon as possible to inform them you are unwell and providing medical evidence of your illness or injury on your return to work. Your holiday entitlement will then be credited for the days affected by sickness. If you are on sick leave at the start of an approved annual leave period you may also be entitled to claim back holiday, if you can provide medical evidence that you are not fit to work. Cambridge Carbon Footprint may pay you as sick pay rather than holiday pay during any holiday converted to sick leave.

## 7. Family leave and holidays

During periods of family leave – maternity leave, paternity leave, parental leave, shared parental leave and adoption leave – you will continue to accrue holiday as normal.

## 8. Religious occasions and holidays

Whenever possible, CCF will endeavour to accommodate requests for time off (using your annual leave allowance) to observe religious occasions.

## 9. End of employment

If you leave Cambridge Carbon Footprint before the end of the holiday year, you may be required to take any unused holiday allowance during your notice period. Alternatively, Cambridge Carbon Footprint may pay you in lieu of accrued but unused annual leave. This will be agreed with your line manager on handing in your notice. If you have taken more than your accrued annual leave entitlement for that holiday year when you hand in your notice, Cambridge Carbon Footprint is entitled to deduct the value of any unearned annual leave from your final salary payment.

## 6. Reviewing and monitoring

This procedure is based on the Whosoff [annual-leave-policy-template.pdf](#). It will be reviewed annually by Trustees.

*End*