

Operational Procedure 28

Requesting Holidays

Responsible Officer	Service Manager – Housing Business Support						
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Amendment and Authorisation Record
Requesting Holidays Procedures

Date	Author	Paragraph ref:	Nature of change	Authorised by
20/04/05	-	n/a	First dated Revision.	-
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2/2/2009	MH	N/a	Include job titles throughout document	AJ

PROCEDURE FOR REQUESTING HOLIDAYS/WORKING PUBLIC HOLIDAYS

1. A leave request must be completed, dated and signed by your senior.
2. When signed, the leave request should be passed to Senior Housing Assistant – Finance or Housing Assistant - Finance, using the 'Absence' tray in General Office.
3. The full procedure, including advance approval, must be followed for staff intending to work PUBLIC HOLIDAYS and who wish to claim additional holidays.
4. The following are times to leave and return to the office when taking HALFDAY HOLIDAYS:

Monday to Thursday	a.m. return to work	13.30 hours
Friday	a.m. return to work	13.00 hours
Monday to Thursday	p.m. leave work	12.30 hours
Friday	p.m. leave work	12.00 hours
5. Any request for compassionate leave, special leave, or leave of absence outwith authorised annual leave, MUST be approved by the Head of Housing.

Minimum Notice Required for Leave Requests

PERIOD OF LEAVE NOTICE REQUIRED

½ to 1 day - 1 day of notice.

2 to 4 days - 3 days of notice.

5 or more days - 5 days of notice.

The Leave Year

The current leave runs from 1 January to 31 December in each year.

It is incumbent upon staff to arrange their holidays so that the full entitlement is taken within the relevant leave year but 5 days may be carried forward, or brought forward, with specific permission.

Any days carried forward and brought forward above 5 days will need specific approval of the Head of Service and should be requested in writing. The approval of such requests is discretionary.