

# PLYMOUTH ARENA

## ANNUAL LEAVE POLICY

VERSION: 2.0

DATE: 06/11/2025

REFERENCE NUMBER: PA/IND07/ALP

RESPONSIBLE PERSON: RICHARD FINDLAY

DATE FOR RENEWAL: NLT 5 YEARS

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INDEPENDENT.  
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# ANNUAL LEAVE POLICY

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## PURPOSE

The purpose of this document is to set out the requirements relating to the entitlement and taking of annual leave.

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## SCOPE

This policy applies to all employees that work at Plymouth Arena.

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## POLICY

This Annual Leave Policy is central to the way we operate and as such, the overall responsibility for its implementation rests with the Chief Executive and the Management Team.

The Chief Executive and Management Team will, through the delivery and implementation of this policy and associated tools, ensure that all managers receive appropriate instruction to support their understanding of the Annual Leave Policy and enable them to consistently apply the principles therein.

Managers, coordinators and supervisors have specific responsibilities to ensure that their decisions do not discriminate unlawfully against members of their team and that any corrective action taken is within the bounds of this policy and subsequently current legislation and best practice.

The Chief Executive and Management Team will:

- Endorse and support the policy
- Ensure all line managers are made aware of the policy and their responsibilities within it
- Undertake that the policy shall be reviewed annually and amended as necessary to reflect legislative or best practice changes

## AVAILABILITY OF THE POLICY

A copy of this policy is available to all current employees:

As part of their staff induction

On the administration drive

## THE LAW

The law relating to holiday entitlement is set out in the Working Time Regulations 1998, and amended by the Work and Families Act 2006.

Employees are entitled to a minimum of 5.6 weeks paid holiday per annum. The eight public holidays can form part of paid annual holiday entitlement.

## HOLIDAY ENTITLEMENT

### Contracted Employees

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Contracted employees are entitled to 28 days holiday inclusive of English public holidays at their rate of pay within a full calendar year of employment.

Holiday entitlement is incremental based on an employee's length of service as follows:

Length of Employment

Holiday Pay Entitlement

Less than three years

28 days

Three to five years

30 days

Over five years

33 days

Casual Workers

Casual employees are not entitled to annual leave, they are however entitled to holiday pay in lieu of annual leave.

**PAYMENT DURING HOLIDAY**

Contracted employees receive their normal rate of pay on the normal monthly pay date irrespective of on annual leave or not.

**HOLIDAY YEAR**

The organisation's holiday year runs from September to August. Employees should take their full holiday entitlement during that 12 month period.

**CARRYING HOLIDAY FORWARD**

Employees will not typically be allowed to carry holiday entitlement forward from one year to the next. However, in exceptional circumstances and at the discretion of senior management, a maximum of four days' holiday may be carried over to the next holiday year provided it is taken by August in that year.

No employee should ever presume that they will be allowed to carry forward holiday entitlement. All requests to carry forward holiday entitlement must be made in writing to senior management.

**PAY IN LIEU OF HOLIDAY**

If employees have not taken their full holiday entitlement at the end of the holiday year, they will usually forfeit that holiday unless they have reached agreement to carry any unused holiday forward. There will be no payment in lieu made in respect of holiday not taken.

Upon leaving the employment of the organization, the employee will be entitled to receive pay in lieu of outstanding holiday accrued but not taken up to the date of leaving.

**MANDATED / FORCE LEAVE**

Senior management have the right to mandate that employees take some or all of their annual leave during specific periods, like Christmas closures or quiet seasons. However, they must provide sufficient advance notice, typically at least double the number of days leave they want to impose.

### **CANCELLATION OF HOLIDAY**

In rare circumstances, the organisation might ask the employee to cancel previously agreed holiday due to business pressures. The employee has the right to refuse such a request, and will suffer no detriment because of any such refusal.

### **HOLIDAY ENTITLEMENT IF THE EMPLOYEE LEAVES DURING THE HOLIDAY YEAR**

If an employee leaves the organisation during a holiday year, the holiday entitlement that the employee would have been allowed up to the date of leaving will be calculated on a pro-rata basis.

If the employee has outstanding holiday entitlement, the corresponding amount of money will be paid to the employee in the final salary payment.

If the employee has taken more than the pro-rata holiday entitlement, this amount of money may be deducted from the employee in the final salary payment.

If the amount of holiday taken equates to more money than the final salary payment, the employee will not receive a final salary payment, but will not be required to pay back the additional amount to the organisation.

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## **ENFORCEMENT**

### **MANAGERS, COORDINATORS AND SUPERVISORS**

Managers, coordinators and supervisors are responsible for communicating the relevant elements of this policy to their direct reports and ensuring compliance and consistent application within their areas of responsibility. Managers, coordinators and supervisors are responsible for signing off their staff member's annual leave.

### **INDIVIDUAL RESPONSIBILITY**

Every employee has a responsibility to follow Plymouth Arena procedures for the requesting and taking of annual leave.

An employee's responsibilities are to make sure that:

- Annual leave requirements are communicated at the earliest opportunity
- No employee should book a holiday until they have received confirmation that they will be allowed to take the holiday from work

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## **PROCEDURE**

Employees should submit their request for holiday to their line manager in writing. The employee should request their holiday as far in advance as possible to maximise their chance of the holiday being approved. It is advisable that for holiday of one week or more, the employee should apply at least six weeks in advance of the proposed start of the holiday. For any holiday of less than one week, the employee should apply at least three weeks in advance of the proposed start of the holiday.

It is the decision of the line manager whether or not to approve holiday requests but holiday will not be unreasonably rejected. In some departments, there may be limitations for holiday requests during busy periods (on-sale, busy months etc.) and there may be restrictions as to the number of people permitted to be on holiday at any one time.

Once approved, the line manager will update the employee's holiday spreadsheet authorising the requested dates.

No employee should book a holiday until they have received confirmation that they will be allowed to take the holiday from work. The company accepts no responsibility for the loss of deposits or other monies if employees book holidays in this way.

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### ADDITIONAL INFORMATION

For additional information on holiday entitlement, please see the links below:

<https://www.gov.uk/holiday-entitlement-rights>