



ESG

Gaming

Annual Leave

Policy



Version control:

Version control: Written and adopted January 2023 | Date Reviewed January 2024 | Next Review date April 2025.



Annual Leave Policy

Who is covered by this policy?

All staff at ESG Gaming

What is covered by this policy?

This policy details annual leave entitlement and the notice and procedures for requesting annual leave.

Purpose

ESG Gaming believes that it is good for both the organisation and its beneficiaries for staff to take a reasonable amount of regular annual leave, including at least some of which is consecutive. However, ESG Gaming's primary responsibility is service to its beneficiaries, and that is the first consideration that will be given in relation to requests for leave.

The purpose of this policy is to ensure that staff take appropriate and agreed annual leave with due regard to the impact on ESG Gaming's ability to serve its beneficiaries.

ESG Gaming will try to ensure that staff are able to take all of their leave entitlement as requested. However, it cannot guarantee that the staff member will always be able to take leave at a time that suits them.

The policy

Leave entitlement

The annual leave entitlement (excluding bank holidays) 35 days per year, rising to 38 days after three-years of continuous service and 40 days after five-years continuous service. Employees will also be awarded up to two days volunteering annually and a bonus day off on their birthday. This leave allocation is in addition to UK Bank Holidays. Part-time staff will receive holiday entitlement pro rata, including public holidays where these occur on days they would normally work.

All leave entitlement must be taken during the leave year which runs from 1 January to 31 December. No leave can be carried forward to a new leave year.

Statutory public holidays are in addition to annual leave entitlement and, normally, in England and Wales this is eight days as follows:

- New Year's Day
- Good Friday
- Easter Monday
- Early May Bank holiday (first Monday in May)
- Spring Bank holiday (last Monday in May)
- Summer Bank Holiday (last Monday in August)
- Christmas Day
- Boxing Day
- Plus any additional days as directed by the UK Government.

ESG Gaming reserves the right to grant additional leave on occasion (see also Other Forms of Leave Policy).



Leave may not be carried over into the following year, and ESG Gaming will not financially compensate for unspent leave at the end of the year under any circumstances.

If a staff member resigns before the end of the holiday year, any remaining leave entitlement will be pro rata to their entitlement for a complete year as calculated on HR management system. If, at the end of employment, a staff member is owed leave, their line manager will decide if this leave is paid or the staff member is required to take it during their notice period. If the staff member has taken leave that is greater than their entitlement for that period, the manager will decide if the staff member should work an additional notice period to compensate for the leave taken or a deduction will be made from the staff member's final pay for leave taken in excess of their accrued entitlement.

The procedure

When a staff member wishes to take leave, the following procedure applies:

- They should check with their line manager what the work schedule is for the team.
- They should check with colleagues what their holiday plans are.
- They must log in to HR management system to request the leave date(s).
- Their request for leave will be sent by HR management system to their line manager for authorisation.
- The staff member will receive an email confirming whether the annual leave has been approved or not.
- Staff must note their leave in their Outlook diary so that anyone can see when they are on leave.
- Staff should also send an Outlook invite to their line manager so that they can save the staff member's leave in their diary.
- Staff should put their out of office on for the period of their leave, including information about who is acting in absence for them and where urgent queries should be addressed.

Failure to comply with this procedure and take holiday without the proper authorisation will be classed as unauthorised absence and be subject to ESG Gaming's Disciplinary and Dismissal Procedure.

Notice to take leave

ESG Gaming expects line managers to ensure that adequate cover for staff members on leave is in place at all times (see Acting in Absence Policy). Therefore all leave dates agreed are at the line manager's discretion and, in the first instance, will take into account the needs of ESG Gaming and service to its beneficiaries. Line managers have the right to refuse leave if it is not unreasonable to do so.

ESG Gaming does not operate a first come, first served approach for annual leave. Line managers and staff are expected to have due regard to the needs of the organisation and other members of staff. Managers will need to consider how to manage requests at peak times such as Christmas and school holidays, and may look at options such as a rota system to ensure fairness.

Staff must give the following notice of their wish to take leave:

- Two days of leave or less: ten working days' notice needs to be given unless otherwise agreed with their line manager.
- More than two days of leave: four working weeks' notice needs to be given. Shorter periods of notice are at line managers' discretion.



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Registered Trade Mark: UK00003764602

Regulated by the Community Interest Company Regulator

Company Registration number 13566221 | VAT registration number: 391 4171 96.
Corporation Tax reference number: 75315 26940 | Apprenticeship Gateway, account ID: JNK6NK