

Top Tips for Managing Holiday Requests



Have a clear policy in place outlining the rules and procedures for requesting annual leave. All wider policy information should be kept separate from your employment contracts, so it can evolve over time. Basic information such as holiday entitlement, how holidays will be calculated, whether bank holidays are normal working days and deductions for holiday overpayments should be recorded in your employment contracts.



Implement a straightforward procedure for requesting holidays.



Set a minimum notice requirement for annual leave requests; this way, you can plan for minimal disruption to the business.



Specify how annual leave requests will be dealt with so you have a fair system in place should you receive multiple requests for the same dates i.e. approval on a first come first served basis. This is a common issue around bank holidays and school holidays.

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Proactively manage your team's holiday entitlement throughout the year to avoid an influx of requests towards the end of the year. If you notice someone is not using their annual leave, you should prompt them to book time off.



Remember you can enforce annual leave so long as you give double the amount of notice for the leave you would like the employee to take, i.e. if you want an employee to use 2 days' holiday, you will need to give them 4 days' advance notice. This is useful for dealing with shutdown periods, downturns in work and for employees who refuse to book their own leave.



If employees choose not to use up their annual leave, then they are not entitled to be paid in lieu of outstanding holidays.



Confirm whether an employee intends to take their pre-booked annual leave if they are off sick at the time.

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If an employee rings in sick and requests to use annual leave instead, consider the impact of agreeing that they can take annual leave. If the day is recorded as a holiday, it won't count towards an employee's sickness absence record, which could prove problematic when managing ongoing sickness absence issues and annual leave.

News for 2024

- If you have staff working variable hours, check out our website for news regarding changes due in April 2024 regarding rolled up holiday pay.
- If your holiday year runs from 1 April to 31 March, to make sure you're legally compliant check out our website for important information on the Easter bank holidays, which straddle two annual leave years in 2024!

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