

Door in the Wall Arts Access CIC

Leave and Holiday Policy

Updated: 07/09/2026

Introduction

Taking time off to rest, recover, and maintain a healthy work-life balance is important to us at Door in the Wall Arts Access CIC (DITWAA). This policy outlines our approach to both annual leave and sick leave, ensuring fairness, flexibility, and well-being for our employees.

Annual Leave

1. Holiday Year

Our holiday year runs from 1 April to 31 March.

2. Holiday Allowance

Employees are entitled to 28 days' paid annual leave per holiday year, based on a 35-hour working week. Part-time employees will receive a pro-rata entitlement based on their contracted working hours. Entitlement is calculated by comparing the employee's contracted weekly hours to the full-time working week and applying that proportion to the full-time annual leave entitlement.

For example, an employee working 21 hours per week where full-time hours are 35 hours per week would receive 16.8 days' annual leave ($28 \times 21/35$).

The Company does not provide separate entitlement to bank or public holidays.

During the first and final year of employment, annual leave entitlement will be adjusted on a pro-rata basis to reflect the proportion of the holiday year worked.

From time to time, the Company may decide to close its operations or offices on specific days. Any such closures, and whether employees are required to use annual leave to cover them, will be communicated in advance. Such arrangements are entirely at the Company's discretion and do not create a contractual entitlement or precedent for future years.

3. Requesting Time Off

All holiday requests should be submitted well in advance via email. This helps us manage workload and ensure coverage. Requests will be granted on a first-come, first served basis, and we will do our best to accommodate everyone.

4. Long Holidays

If you wish to take more than 2 weeks off at one time, please discuss this with your manager for planning purposes.

5. Carrying Over Leave

We encourage employees to use their full annual leave entitlement within the year. However, in certain circumstances, employees may carry over up to 3 days into the following year with manager approval.

6. Sickness During Annual Leave

If you become ill while on holiday, days covered by a medical certificate can be converted from annual leave to sick leave. Please notify your manager immediately if this happens, and the sick leave policy will apply.

7. Leaving the Organisation

Upon leaving, if you have unused leave, we will decide whether you should take it during your notice period or whether to compensate you for the unused days. Similarly, if you have taken more leave than you are entitled to, this may be deducted from your final salary (as per your contract).

8. Recording annual leave and pay

We maintain records of annual leave and holiday pay in accordance with legal requirements. Records may include:

- annual leave entitlement accrued and taken;
- annual leave carried forward into subsequent leave years;
- holiday pay and how it has been calculated;
- payments made in lieu of untaken annual leave on termination of employment.

Annual leave and holiday pay records will be retained for a minimum of six years.

Sick Leave

1. Reporting Sickness

If you are unable to work due to illness, you must notify your manager as soon as possible on the first day of absence. For absences lasting longer

than 7 days, you will need to provide a medical certificate.

2. Sick Pay

Employees are entitled to 5 paid sick days per year (pro rata). You are entitled to statutory sick pay (SSP) during periods of illness, in accordance with UK law. Additional sick pay provisions are outlined in your contract of employment.

3. Long-term Sickness

If your absence extends beyond 3 weeks, we will work with you to discuss your return to work plan or, where necessary, reasonable adjustments under the Equality Act to support your continued employment.

4. Sickness and Annual Leave

If you are sick during a period of pre-approved annual leave, those days can be reclassified as sick leave, provided you submit a valid medical certificate.

Statutory Paid Leave

You may be eligible for statutory paid leave entitlements, which include:

- **Maternity Leave:** Eligible employees can take up to 52 weeks of maternity leave, with statutory maternity pay where applicable.
- **Adoption Leave:** Adoption leave follows the same statutory entitlement as maternity leave for eligible employees.
- **Paternity Leave:** Paternity leave of up to two weeks is available for eligible employees following the birth or adoption of a child.
- **Shared Parental Leave:** Parents can share up to 50 weeks of leave and

37 weeks of pay following the birth or adoption of a child.

- **Bereavement Leave:** Eligible employees can take statutory parental bereavement leave following the loss of a child.
- **Neonatal care leave:** Employees can take statutory neo natal care leave if eligible.

Additional Company Leave

Leave to Care for Dependants: Employees may take reasonable time off to deal with an emergency involving a dependant. The Company may provide up to five working days' paid leave per leave year in such circumstances. Any additional leave will be considered on a case-by-case basis and may be approved by the Executive Director.

Compassionate Leave: The Company may grant paid compassionate leave following the death or serious illness of a close relative, partner or dependant. Normally, up to five working days' paid leave may be approved. Additional paid or unpaid leave may be authorised by the Chief Executive at their discretion.

General Guidelines

1. Work-Life Balance

We support a flexible and healthy work-life balance and encourage our employees to take regular breaks and time off to recuperate. All leave should be planned with the aim of ensuring sufficient rest periods for the employee while maintaining continuity in the delivery of our services.

2. Fairness and Equality

All leave requests, whether for annual or sick leave, will be treated fairly, consistently, and in accordance with our Fair Work policy. We aim to create an inclusive and supportive work environment where employee well-being is prioritized.

Review

This policy will be reviewed annually to ensure it remains in line with legal requirements and reflects the needs of our staff.