



Warwickshire Pride

Registered Charity Number: 1162449

Annual Leave Policy

1. Your annual holiday entitlement is shown in your employment contract.
2. It is our policy to encourage you to take all of your holiday entitlement in the current holiday year. We do not permit holidays to be carried forward and no payment in lieu will be made in respect of untaken holidays other than in the event of termination of your employment.
3. Annual leave should be requested in writing to your line manager, with at least one month's notice.
4. Once you have made your holiday request, you will receive an e-mail from your line manager authorising or declining your request. If you feel that your request has been unreasonably refused for any reason you should refer the matter to your line manager. They will endeavour to ensure that you have every opportunity to take your holidays at the time you request them, but they will need to balance your requests with the needs of the organisation.
5. You should wait to receive authorisation from your line manager before you make any firm holiday arrangements. Any costs incurred due to cancelling or changing prior arrangements will be your responsibility.
6. You may not normally take more than two working weeks consecutively.
7. Your holiday pay will be at your normal basic pay unless shown otherwise on your employment contract.

Last reviewed: February 2026

Next review due: January 2027