Esgobaeth Llandaf
Diocese of Llandaff
Mae Ffydd Yn Cyfrif | Faith Matters

Llandaff Diocesan Board of Finance (DBF)
Annual Leave Policy

October 2026

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1. Leave year

1.1. Llandaff DBF's holiday year runs from 1st January to 31st December.

2. Annual leave allowance

2.1. Each employee is eligible for 25 days annual leave entitlement per annum (part-time staff calculated pro rata), together with 8 bank holidays and 3 additional days between Christmas and New Year, unless otherwise stated in their contract of employment.

2.2. Each employee's leave entitlement will increase by one additional day for each

completed year of service up to a maximum of 30 days total leave allowance per year. Leave entitlement will be pro-rated for part-time staff.

3. Bank Holidays

3.1. There are currently eight bank holidays in Wales. On most of these holidays the offices will close, and staff are entitled to these days off. However, on the bank holidays which occur as part of the Church calendar (i.e. Easter) staff may be expected to work, depending on their role. A day off in lieu is made available to staff who work on bank holidays.

3.2. If an employee works flexible hours, they will be entitled to bank holidays pro rata i.e. if they work two days per week at flexible times they will be entitled to 3.2 days in addition to annual pro rata holiday to cover bank holiday entitlement. Part-time workers are also entitled to bank holidays pro rata. If their part-time hours fall on a Monday each week then they will be required to manage their work pattern so that they only take off the number of bank holiday days that they are entitled to on a pro rata basis.

4. Unused Leave

4.1. Up to 5 days' unused leave can be carried forward into the following year, for use by Easter at the latest, and by prior agreement with an employee's line manager. This agreement must be in place by the end of November.

5. Booking Leave

5.1. Before making any leave commitments, employees must:

- ensure they have enough of the appropriate leave days left to cover their absence
- obtain formal agreement to the dates in question from their line manager in advance.

5.2. Employees must obtain agreement with at least twice the notice for the length of leave, e.g. 2 weeks' notice for 1 weeks' leave.

5.3. Llandaff DBF encourages staff to use all their leave, and for their wellbeing recommends that leave is well-distributed through the year.

5.4. Consideration of all leave requests will take into account the LDBF's reasonable operational needs, including the need for cover within and across departments.

6. New starters

6.1. New starters will be entitled to holiday accrued on a pro rata basis, that is one twelfth of their annual leave entitlement for each month of completed service (e.g. once they have worked six full months of the holiday year, they will be entitled to 6/12th of their annual leave entitlement).

6.2. Before taking any holiday leave, a new starter will normally be expected to earn the requested number of days by working the relevant number of months, unless otherwise agreed with their line manager.

7. Leavers

7.1. On leaving employment any outstanding holiday will be calculated on a pro rata basis (as for new starters), rounded to the nearest half day and paid with the final salary payment at the employee's normal daily rate. Holiday carried over from a previous holiday year will not be included in this calculation. It is expected that employees will try to use leave before their last day of employment.

7.2. Holiday taken, but not accrued, will be deducted from the employee's final salary.

8. Sickness during Annual Leave

8.1. If an employee is unwell during annual leave they may convert the relevant number

of days to sick leave instead of annual leave, by informing their line manager as per sick leave, laid out in the additional leave and absence policy. Absences longer than 7 days will require a fitness for work statement from their GP stating the reason(s) for their absence.

9. Other types of leave

9.1. Other types of leave including time off in lieu are covered in the "Additional Leave and Absence" Policy.

END OF POLICY

VERSION HISTORY

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