



SECTION	People and Culture
POLICY	Annual Leave and TOIL
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1. Purpose

This policy sets out Club Doncaster's arrangements for annual leave and time off in lieu ("TOIL"). It aims to ensure staff are able to appropriate rest while maintaining operational requirements across the business.

This policy should be read alongside all other leave policies available on the Company server and Bright HR.

2. Annual leave calendar

- For Employees who work for the Dons, the holiday year runs from 1 November until 31 October.
- For all other Employees, the holiday year runs from 1st September until 31st August.

3. Annual leave entitlement

Employees are entitled to:

- 22 days' annual leave per holiday year upon commencement of employment; and
- An additional 1 day of annual leave for each full completed year of service, up to a maximum of 6 additional days.

The maximum annual leave entitlement under this policy is therefore 28 days per annum, excluding public holidays where applicable.

Annual leave entitlement for part-time employees will be calculated on a pro rata basis.

4. Birthday leave

Employees are entitled to one additional day off on their birthday each year, provided that:

- Their birthday falls on a normal working day;
- The leave is taken on the birthday itself unless otherwise agreed with management; and
- The leave is taken either on a Friday or Monday if the birthday falls on a weekend.

This leave will not be deducted from annual leave entitlement and should be logged on Bright HR as an absence under 'other' that should be approved by the line manager before being taken. Please ensure you leave a note detailing the reason why you are taking an 'other' day.

5. Wedding day leave

Employees who are getting married may take one day of paid leave for this purpose.

This leave will not be deducted from annual leave entitlement and should be logged on Bright HR as an absence under 'other' that should be approved by the line manager before being taken. Please ensure you leave a note detailing the reason why you are taking an 'other' day.

6. Moving house leave

Employees who are moving house may take one day of paid leave for this purpose.

This leave will not be deducted from annual leave entitlement and should be logged on Bright HR as an absence under 'other' that should be approved by the line manager before being taken. Please ensure you leave a note detailing the reason why you are taking an 'other' day.

7. Requesting leave

Employees are responsible for ensuring that annual leave requests are submitted in good time to allow for appropriate business planning and staffing arrangements.

All annual leave must:

- Be requested and approved by the Employee's line manager before any leave is taken;
- Be submitted through Bright HR for all permanent staff members;
- Take into account operational and staffing requirements; and
- Not be assumed as approved until confirmation has been received.

The Company reserves the right to decline or request alternative dates where business needs require.

Employees are encouraged to take their annual leave regularly throughout the year.

Employees are responsible for ensuring that all annual leave taken is properly requested and recorded on Bright HR. Failure to accurately record annual leave may result in discrepancies in final holiday calculations upon termination of employment. Where an Employee has taken more annual leave than their accrued entitlement, the Company reserves the right to make an appropriate deduction from final salary, in accordance with the Employee's contract of employment and applicable law.

8. Casual workers holiday pay

Casual workers receive holiday pay throughout the year as part of their regular payslips.

As holiday pay is incorporated into their pay, casual staff do not accrue annual leave in the same way as permanent Employees.

9. Department closures

Some departments such as the Academy, may 'close' for periods such as Christmas. Staff should book this time off as annual leave or attend work as normal to complete additional work for the business.

10. Carry over of annual leave

Any carry-over of untaken annual leave will be subject to management approval and any applicable Company rules in force at the relevant time.

Club Doncaster encourage all Employees to take all of their leave throughout the year, unless there are extenuating circumstances that prevent this.

11. Time off in lieu (TOIL)

• General principle

The Company does not ordinarily make payment for additional hours worked as TOIL unless this has been agreed in advance with a member of the SEO team.

Where Employees work additional hours, they may instead accrue time off in lieu.

• Accruing TOIL

Employees may claim TOIL for authorised additional hours worked, subject to the following conditions:

- The additional hours must be approved by the Employee's line manager;
- Any unpaid breaks normally taken during the working period must be deducted from the time claimed;
- TOIL must be recorded in accordance with Company procedures.

Employees may claim full or part days back in lieu where appropriate.

- **Taking TOIL**

Employees should take accrued TOIL within three months of it being accrued.

TOIL requests must be approved in advance by the Employee's line manager and will be subject to operational requirements.

The Company reserves the right to require Employees to take accrued TOIL within a specified timeframe.

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