



London Sustainability Exchange

London Sustainability Exchange Annual Leave Policy

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Holidays-Leave Entitlement

In addition to Statutory holidays, all full time staff are entitled to take 25 days paid leave annually. It is general practice to grant a further three grace days to be taken on specific dates scheduled by the Director, usually between Christmas and New Year; these days are not a part of your personal leave balance.

The leave year runs from 1st January to 31st December.

No leave can normally be taken during a probationary period.

In the first leave year, leave is calculated on a pro rata basis in accordance with the commencement date of employment.

There is no carry forward entitlement of annual leave into the new leave year, except for employees whose probation period extends past 1 December.

On termination of employment leave is recalculated pro rata for the year and any necessary salary adjustments made.

Holiday-Leave Notification

All requests for annual leave must be authorised by the appropriate Senior Manager.

Any staff wishing to take more than 2 weeks leave at any one time, must have the permission of their Senior Manager at least 4 weeks in advance.

Where possible program teams will liaise internally about annual leave requests and decisions to approve requests will be made within the team.