



## LEAVE POLICY

Leave entitlement is standardised across the GI-TOC to a maximum of **38 days** per annum, including public holidays / bank holidays.

### *Annual Leave Entitlement*

The entitlement for annual leave is dependent on the total number of contracted hours and in the case of part time positions, calculated on a pro rata basis.

Contract Type		Entitlement	
		Hours	Days
FT	40 hours per week	304	38
PT	32 hours per week	243.20	30.4
PT	30 hours per week	228	28.5
PT	28 hours per week	212.8	26.6
PT	24 hours per week	182.4	22.8

### *Vacation Approval*

In order to get your vacation approved, the following steps must be followed :

- Send your leave request to your primary and secondary supervisors ahead of time via Bamboo. Please make sure your vacation days don't coincide with important events or meetings you need to attend.
- Once dates are approved by your supervisor, please enter the information in the Travel / Vacation Calendar on TeamUp so other colleagues are also aware of your leave.

### ***Handover Note and Autoreply***

- Please prepare a handover note at least two days before your leave is due to commence and send it to your supervisors and relevant colleagues.
- Turn on your out-of-office reply on your e-mail and nominate a contact while you are away.

### ***Unused Vacation Days***

At the end of each year, GI-TOC has to accrue unused vacation days for all employees.

We encourage staff to use up their vacation days in a calendar year. Where it is necessary to carry over leave, we request that this not exceed 10 working days (2 weeks).

If you start or leave the organization in the course of a calendar year, your vacation entitlement will be calculated on a pro-rata basis

All leave carried over from one calendar year to the next must be used by 31 March.