



THE COMBINED CADET FORCE ASSOCIATION



ARMY CADET FORCE ASSOCIATION

Patron: Her Majesty The Queen

To: ACFA and CCFA Staff

15<sup>th</sup> August 2017

**ANNUAL LEAVE AND HOLIDAYS – 1 APR 18 – 31 MAR 19**

**Annual Leave**

Each holiday year (1 April – 31 March) you receive a holiday entitlement as specified in your contract. For some members of staff this is pro-rata as you work less than full time hours. For details on your specific holiday entitlement please refer to your contract of employment.

When booking holiday you must agree your holiday dates in advance with your line manager (either the Chief Executive or me) and record this agreement on your leave card. You must also take steps to inform your colleagues of the dates you are on leave; as a minimum you should enter your leave dates in your outlook calendar and put an out of office on your email for the duration of your leave. Try and take account of key ACFA/CCFA events when planning your leave, in order that we can support them properly. Finally you need to ensure there is an appropriate person who can deal with any queries during your absence. In general, the following key pairings should not be on leave at the same time:

- CE/DFOT
- DFOT/Finance Manager
- HVRC/Marketing Officer
- Office Manager/EO to CE

**Public Holidays and Privilege Days**

In addition to your annual leave and Public Holidays the Trustees may choose from time to time to grant additional Privilege Days to staff. Privilege days are not a right but are awarded annually at the discretion of the Trustees. This year nine and a half additional Privilege Days have been granted on top of your annual entitlement, **all dates are inclusive:**

Thu 29 Mar 18	Maundy Thursday	Half Day (from 13:00hrs)
Fri 30 Mar – Mon 2 Apr 18	Easter Holiday	
Mon 7 May 18	Early Spring Bank Holiday	
Mon 28 May - Tue 29 May 18	Spring Bank Holiday	1 Privilege Day
Fri 24 Aug – Tue 28 Aug 18	Summer Bank Holiday	2 Privilege Days
Mon 24 Dec 18 – Thu 3 Jan 19	Christmas and New Year Close Down	6 Privilege Days

Easter holidays for 2019 will be:

Thu 18 Apr 19	Maundy Thursday	Half Day (from 13:00hrs)
Fri 19 Apr – Mon 22 Apr 19	Easter Holiday	

**CFAV Special Leave**

For those employees who are also Cadet Force Adult Volunteers (CFAVs) I take this opportunity to remind you that in addition to your normal leave you are allowed one consecutive 5 day period of additional paid leave (pro rata if you are part time) to attend your Annual Camp. If you wish to stay at camp for the full two weeks you will either have to take the second week as normal leave or unpaid leave.

**Unused Leave**

Please note that no leave of any kind may be carried into the next financial year.

Richard Walton  
Director of Finance, Operations and Training