



THE COMBINED CADET FORCE ASSOCIATION



ARMY CADET FORCE ASSOCIATION

Patron: Her Majesty The Queen

To: ACFA and CCFA Staff

29th August 2018

ANNUAL LEAVE AND HOLIDAYS – 1 APR 19 – 31 MAR 20

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 and record this agreement on HR Toolkit. You must also 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.

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 additional days have been granted on top of your annual entitlement, **all dates are inclusive:**

Thu 18 Apr 19	Maundy Thursday	1 Privilege Day
Fri 19 Apr – Mon 22 Apr 19	Easter Holiday	
Mon 6 May 19	Early May Bank Holiday	
Mon 27 May 19	Spring Bank Holiday	
Fri 23 Aug – Tue 27 Aug 19	Summer Bank Holiday	2 Privilege Days
Mon 23 Dec 19 – Thu 2 Jan 20	Christmas and New Year Close Down	6 Privilege Days

Easter holidays for 2020 will be:

Thu 9 Apr 20	Maundy Thursday	1 Privilege Day
Fri 10 Apr – Mon 13 Apr 20	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.

Yours sincerely