



What is annual leave?

A right to time off work to ensure people aren't working excessively long hours or without breaks.



Who can take annual leave?

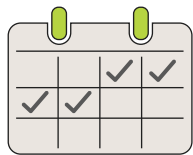
Statutory holiday entitlement applies to all workers covered by the Working Time Regulations 1998.

These regulations include agency workers, irregular hours and part-year workers.

How much leave can people take?

Full-time workers are entitled to 28 days holiday a year (or 5.6 weeks).

Some employers grant additional contractual leave over and above this amount.



28
days
a year



How much do people get paid?

Employees are entitled to the same pay while they are on holiday as they would if they were working regular days.



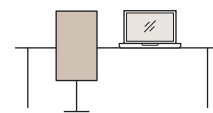
If an employee works regular overtime or earns commission, this should be factored into their holiday pay entitlement. Similarly, if they travel as part of their job, they will be paid as normal for the time they usually spend travelling.

When can people take leave?

Organisations define their own leave year.

It can be any 12-month period.

Your policy should be very clear on what the leave year is and when people can take leave (including any guidance on periods when leave must be taken, for example over Christmas).



What are the top things HR should do to manage annual leave successfully?

- Ensure that contracts explicitly set out how leave will be treated.
- Take steps to ensure that employees take the annual leave to which they are entitled to avoid claims for unpaid holiday pay or health and safety issues.
- Regularly review holiday pay arrangements so that any risk from holiday pay claims is minimised.
- Ensure that employees on sick leave do not lose out on holiday pay.



What about bank holidays?

There is no automatic right to time off with pay on bank or public holidays. Any right to paid time off, or extra pay for working, depends on the terms of the employment contract.

For more information visit the [annual leave topic page on the CIPD website](#) for factsheets, guides and employment law.