



*Caring is our passion... Compassion is our belief...*

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## **Members Leave.**

Policy Number 22

Introduction

*Members of NOA Healthcare are independent practitioners and as such hold responsibility for managing their leave arrangements.*

Policy

*Where a Member is contracted through a Limited or Umbrella Company, that Company is responsible for recording and administering all Annual Leave (Holiday Pay) requirements*

*Where a Member is contracted directly with NOA Healthcare they are entitled to paid annual leave (holiday pay) according to the statutory minimum as provided by the WTR. The current statutory entitlement to paid leave under the WTR is equivalent to 5.6 weeks and is calculated at 12.07% of the assignment hourly pay rate.*

*Leave entitlements may vary according to any qualifying period of an assignment.*

*Holiday pay is identified separately on the relevant pay slip and is subject to deduction according to HMRC legislation.*

*Leave entitlement must be taken during the course of the year in which it is accrued, Staffs are responsible for ensuring that all paid leave is requested and taken within the leave year.*

*Leave requests should be submitted giving notice of at least twice as long as the period of leave requested. In certain circumstances Staff may be required to take leave at specific times or notify staff when leave cannot be taken, in accordance with this, NOA Healthcare, may give counter notice to postpone or reduce the amount of leave. Counter notice will be given in writing giving at least the same length of notice as the period of leave it wishes to postpone or reduce.*

Policy Origin

*In House Policy.*

References

*Working Time Regulations 1998*

Date Policy Active.

*To be determined once verified by the management group.*

Review Date.

*12 months after verification.*

Quality Assurance Reference *POL/ 22/16*