



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

NOA Healthcare Ltd., Margaret Powell House, 417 Midsummer Boulevard, Milton Keynes, MK9 3BN
Tel: 020 3130 1773 • www.noahealthcare.co.uk • Email: info@noahealthcare.co.uk

Staff Leave.

Policy Number 22a

Introduction

NOA staff leave entitlement is detailed within individual employment contracts.

Policy

Staffs are entitled to paid leave (holiday pay) under the Working Time Regulations; the present minimum entitlement for full time staff is 5.6 weeks per leave year; pro rata for part time staff.

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

Policy Origin

In House Policy.

References

Working Time Regulations

Date Policy Active.

To be determined once verified by the management group.

Review Date.

12 months after verification.

Quality Assurance Reference *POL/ 22a/16*