Sample Annual Leave Policy

Illustrative sample fictional content created to demonstrate FileDeck’s AI search and Ask features. Not real policy, advice, or guidance.

Full-time employees receive 28 days of paid annual leave per year, inclusive of public holidays. Leave accrues monthly and is pro-rated for part-time staff based on contracted hours.

Requests must be submitted at least 10 working days in advance through the staff portal. Periods of more than five consecutive days require line-manager approval. During peak periods (the last two weeks of December and the first week of September) no more than two team members may be on leave at once.

Up to five unused days may be carried into the following year and must be taken by 31 March. Days beyond that are forfeited. On leaving, untaken accrued leave is paid in the final salary; over-taken leave is deducted.

Downloaded by a visitor - www.getfiledeck.com - 2026-11-09 11:18 UTC