

## Understanding, Managing and Calculating Annual Leave and Bank Holiday Entitlements

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### Trainer Information

Tracy Madgwick has delivered management development, supervisory, team facilitation, interpersonal skills and HR training for line managers for a wide variety of organisations in the private, public and not for profit sector. She also advises organisations on how to manage challenging staffing situations as well as providing mentoring and coaching for other HR professionals. For the last 10 years she has run her own HR Consultancy company and works with a small team of Associates. She is a fully qualified member of the CIPD (Chartered Institute of Personnel and Development) and licenced to deliver MBTI (Myers Briggs Type Indicator), DiSC and C-me tools.

### Booking Information

To book a place/s email

[bookings@networkforpractices.co.uk](mailto:bookings@networkforpractices.co.uk)

*Our acceptance of your booking brings into existence a legally binding contract between us on the following Terms & Conditions - If places are booked but cancelled before payment has been made or a candidate DNAs, the fee will remain due. Cancellations will attract a refund if the course is subsequently fully booked. To avoid any confusion, we ask that Cancellations are by email only. We will make every effort to resell the cancelled place. Where places are free a £25 charge will be applied to cancellations/DNAs. Payment is required within 30 days from date of invoice.*

Date:	27 <sup>th</sup> November 2024	
Times:	1400-1600	
Venue:	Zoom Online Platform	
Places available:	12	
Fee/s:	NfP Members	£60
	Non Members	£105

**Suitable for: Anybody responsible for managing and calculating annual leave.**

### Aim:

The aim of this workshop is to give line managers a good understanding of how to manage and calculate annual leave entitlement for their staff. We will also briefly look at the employment legislation which relates to annual leave.

### Programme:

During the workshop we will cover:

- An overview of employment law related to annual leave
- How annual leave entitlement relates to other leave eg sickness, maternity
- How to manage Bank Holiday entitlements
- Calculating annual leave for:
  - Part-time staff
  - Staff who work for part of the year eg term-time only
  - Casual staff
- Calculating outstanding leave when an employee resigns