Beacon Plus Work Placement Leave

All learners join Beacon Plus with the knowledge of our leave policy, as such we expect everyone to follow these rules as these expectations reflect working life, a pathway all learners are on when they sign admission papers to join the college.

Work placement annual leave entitlement

All learners are classed as part-time and annual leave from work placements is calculated using the government entitlement calculator. Bank holiday allowances are at the discretion of each employer and will be discussed between the learner and employer.

Calculating Leave

The college use the government's **Holiday Entitlement Calculator** to determine leave for:
https://www.gov.uk/calculate-your-holiday-entitlement

Booking time off – 2 WEEKS CONSECUTIVE LEAVE IS THE MAXIMUM THAT WILL BE GRANTED

Annual leave can only be used to book time off from work hours (not college hours).

- Learners must give **notice** of requiring leave from their work placement of at least **two weeks.**
    - Fill out the form in your learner work diary with your employer
    - Get the employer to agree and sign for the leave
    - Bring the signed form to college for the Work Placement Coordinator to authorise
    - Inform the college admin of the dates you will be off

- Employers can **refuse or cancel leave** with the same notice period.

If you need time off during college time, you need to complete an Exceptional Leave form from the office. Learners should not book holidays during term time, this will lower attendance scores and could put their place at college at risk as the Local Authority may withdraw funding.

Taking leave before ending a work placement

Learners can take unused leave before their last working day. Employers must allow statutory leave to be taken.

Any learner who fails to attend a shift they have been scheduled for in the holidays will have this absence deducted from their leave entitlement. This process is to support the understanding of professional conduct and workplace expectations.

When leave can be taken

Employers may:

- Require staff to take leave (e.g., during Christmas)
- Restrict leave during busy periods

Employers **cannot insist that sick learners** use their annual leave entitlement.

Beacon Plus Cafe

Our decision as an employer - if we are shut for any reason learners are expected to take these days as flexible leave and will be expected to pay these days back before the leave gets refreshed in September.