**Holiday Requests – Line Manager Guide**

Line Managers are often responsible for authorising and recording holiday requests for their employees.

There are a few things to keep in mind when dealing with holiday requests.

* Be aware of the amount of holiday entitlement employees have. The statutory holiday entitlement in the UK is 20 days + 8 statutory bank holidays. 28 days in total. Depending on the employee’s contract of employment, they may have more than this.
* Line Managers should familiarise themselves with their Company’s holiday request procedure. Holidays for longer periods of time are usually required to be booked in advance.
* When authorising a holiday, Line Managers should be considering if there is sufficient staff in on the days in question to cover the work.
* Always check that the employee has not used all their holiday entitlement for the year before authorising the leave.
* If the holiday is authorised, ensure to record it on the internal holiday management system.

**Calculating Holidays for Part-Time Employees:**

Both full-time and part-time employees are entitled to a minimum of 5.6 weeks paid holiday each year. This is the statutory entitlement including bank holidays.

**Calculating the Number of Days an Employee is Entitled To:**

**https://www.gov.uk/calculate-your-holiday-entitlement**