



Network for
Practices Ltd

www.networkforpractices.co.uk

Consultant Information

Jennie Britton is a HR consultant with over 18 years HR and training experience. Whilst a large proportion of her HR career has been in the retail sector, she has also supported a multitude of industries and sectors and has delivered training on a variety of topics to employees at all levels of the organisation.

Jennie is now an independent HR Consultant and is passionate about helping organisations achieve their full potential through effective HR Management and part of this is through training your teams.

Jennie believes training is essential for organisations and employees alike because it fosters growth, innovation and success.

Booking Information

To book a place/s email

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.

Understanding, Managing and Calculating Annual Leave and Bank Holiday Entitlements

Date:	8 th April 2025	
Times:	1200-1330	
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