

## Annual leave

With the end of the year in sight, now is the time to start thinking about taking your leftover annual leave in case your employer does not allow carrying over the annual leave entitlement to the next year. On the other hand, at the same time you will have those who did not leave themselves enough days to spend time with the family and friends at Christmas.

In the English language we can talk about the annual leave using several different words or phrases. Whereas in the United Kingdom employees talk about *annual holiday*, *holidays* or, informally, *hols*, in the United States of America this period of time is known as *vacation* or, informally, *vacay* and *vac*.

A To find out more about the annual leave in the UK, complete the text with the following words: *paid holiday*, *sick leave*, *holiday pay entitlement*, *Christmas shut down*, *leave due and not taken*, *notice period*, *statutory leave entitlement*, *additional annual leave*, *maternity or paternity leave*, *public holidays*.

Most employees who work a five-day week are legally entitled to 28 days (1) \_\_\_\_\_ per year. This is known as (2) \_\_\_\_\_ or annual leave. It is calculated by multiplying a normal week (five days) by the annual entitlement of 5.6 weeks. Details of holidays and (3) \_\_\_\_\_ should be found in the employee's written contract. An employer can grant to an employee (4) \_\_\_\_\_, for example for long service, and an employee can also purchase it under certain schemes. An employee has the right to get paid for leave, to build up or accrue holiday entitlement during (5) \_\_\_\_\_, to build up holiday entitlement while off work sick, and to choose to take holiday instead of (6) \_\_\_\_\_. An employer can set the time when employees can take their leave, for example, a (7) \_\_\_\_\_. An employer can choose to include (8) \_\_\_\_\_ as part of statutory annual leave or they do not have to be given as paid leave. If employment ends, employees have the right to be paid for any (9) \_\_\_\_\_. The general (10) \_\_\_\_\_ for taking leave is at least twice as long as the amount of leave an employee wants to take.

*Key: 1. paid holiday, 2. statutory leave entitlement, 3. holiday pay entitlement, 4. additional annual leave, 5. maternity or paternity leave, 6. sick leave, 7. Christmas shut down, 8. public holidays, 9. leave due and not taken, 10. notice period*

B There are several other ways to refer to annual leave. To find out what they are, underline the correct word in order to complete the following sentences.

1. I asked my boss if I could have some time *on/off/ up* to visit my family in Germany.
2. The Accession Day falls on a Thursday so many people will probably take a *long/broad/wide* weekend.
3. I took three days off *work/job/office*, but the company didn't pay me for them.
4. I decided to have a spring *pause/break/rest* in France.
5. The employee of the year will receive a well-earned *brunch/festivity/mini-break* to one of the islands.

*Key: 1. off, 2. long, 3. work, 4. break, 5. mini-break*

C In the following exercise you can see how the holiday words collocate with verbs. Complete the sentences with one of the following verbs: *to use up, to take, are entitled, to grant, get, have, to go, spent, need, am saving*.

1. Employees \_\_\_\_\_ to 23 days' paid holiday per year.
2. Mary's still got some leave \_\_\_\_\_.
3. In my company, we \_\_\_\_\_ two weeks of vacation every summer.
4. My holiday period is from 1st September to 1st September, so I've got less than a month \_\_\_\_\_ the rest of my holiday.
5. My colleague \_\_\_\_\_ her holiday redecorating her flat.
6. In some countries, people \_\_\_\_\_ three weeks' holiday a year.
7. In the current climate, money is tight for a lot of people, but we all \_\_\_\_\_ a holiday.
8. The employees must give their employer notice of when they intend \_\_\_\_\_ on leave.
9. I \_\_\_\_\_ all my leave to have a long holiday later in the year.
10. The employer has the right to refuse \_\_\_\_\_ a vacation day to maintain appropriate staffing levels.

*Key: 1. are entitled, 2. to use up, 3. get, 4. to take, 5. spent, 6. have, 7. need, 8. to go, 9. am saving, 10. to grant*