

YOUR LOGO

LEAVE YEAR

Staff holiday planner

GOV.UK HOLIDAY ENTITLEMENT · WORKING TIME REGULATIONS 1998, REGULATIONS 13, 13A AND 15

NAME	ROLE	WORKS	LEAVE YEAR FROM	LEAVE YEAR TO
ENTITLEMENT, DAYS	INCLUDES BANK HOLIDAYS?	CARRIED IN	BOUGHT OR SOLD	TOTAL THIS YEAR

Almost all workers are entitled to 5.6 weeks of paid holiday a year: 28 days for a five-day week, and bank holidays can count towards it. Part-time workers get the same pro rata (GOV.UK, Holiday entitlement).

Leave taken and approved

One line per request, in date order. The balance column is what is left after this request.

GOV.UK HOLIDAY ENTITLEMENT

FROM	TO	WORKING DAYS	TYPE	REQUESTED ON	APPROVED BY	APPROVED ON	BALANCE

CARRIED INTO NEXT YEAR (DAYS)

PAID IN LIEU ON LEAVING (DAYS)

THE FOUR WEEKS UNDER REGULATION 13 ARE TAKEN IN THE LEAVE YEAR UNLESS SICKNESS OR FAMILY LEAVE PREVENTED IT. THE EXTRA 1.6 WEEKS UNDER REGULATION 13A CAN BE CARRIED INTO THE NEXT LEAVE YEAR BY AGREEMENT.

UNTAKEN STATUTORY LEAVE IS PAID FOR WHEN THE JOB ENDS. IRREGULAR HOURS AND PART-YEAR WORKERS ACCRUE LEAVE AT 12.07% OF THE HOURS WORKED IN EACH PAY PERIOD (REGULATION 15B, LEAVE YEARS FROM 1 APRIL 2024).

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Quarter one: who is off, week by week

[illegible]

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Quarter two: who is off, week by week

[illegible]

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Quarter three: who is off, week by week

[illegible]

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Quarter four: who is off, week by week

[illegible]

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BANK HOLIDAYS

The 2026 and 2027 bank holidays, by nation

From GOV.UK on 18 October 2026. A substitute day is the weekday given when the holiday falls on a weekend. Whether a bank holiday is paid leave, extra leave or a normal working day depends on the contract, not on the law.

England and Wales

- 1 Jan 2026 New Year's Day
- 3 Apr Good Friday
- 6 Apr Easter Monday
- 4 May Early May
- 25 May Spring
- 31 Aug Summer
- 25 Dec Christmas Day
- 28 Dec Boxing Day (substitute)
- 1 Jan 2027 New Year's Day
- 26 Mar Good Friday
- 29 Mar Easter Monday
- 3 May Early May
- 31 May Spring
- 30 Aug Summer
- 27 Dec Christmas Day (substitute)
- 28 Dec Boxing Day (substitute)

Scotland

- 1 Jan 2026 New Year's Day
- 2 Jan 2nd January
- 3 Apr Good Friday
- 4 May Early May
- 25 May Spring
- 15 Jun World Cup bank holiday
- 3 Aug Summer
- 30 Nov St Andrew's Day
- 25 Dec Christmas Day
- 28 Dec Boxing Day (substitute)
- 1 Jan 2027 New Year's Day
- 4 Jan 2nd January (substitute)
- 26 Mar Good Friday
- 3 May Early May
- 31 May Spring
- 2 Aug Summer
- 30 Nov St Andrew's Day
- 27 Dec Christmas Day (substitute)
- 28 Dec Boxing Day (substitute)

Northern Ireland

- 1 Jan 2026 New Year's Day
- 17 Mar St Patrick's Day
- 3 Apr Good Friday
- 6 Apr Easter Monday
- 4 May Early May
- 25 May Spring
- 13 Jul Battle of the Boyne (substitute)
- 31 Aug Summer
- 25 Dec Christmas Day
- 28 Dec Boxing Day (substitute)
- 1 Jan 2027 New Year's Day
- 17 Mar St Patrick's Day
- 26 Mar Good Friday
- 29 Mar Easter Monday
- 3 May Early May
- 31 May Spring
- 12 Jul Battle of the Boyne
- 30 Aug Summer
- 27 Dec Christmas Day (substitute)
- 28 Dec Boxing Day (substitute)

FIRM'S OWN DAYS

THE FIRM'S RULES

GOV.UK, UK BANK HOLIDAYS, READ 18 OCTOBER 2026. ALWAYS CHECK THE CURRENT LIST BEFORE THE LEAVE YEAR STARTS.

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