



HOLIDAY POLICY & PROCEDURE

Introduction

This policy sets out employees' entitlements to holiday and the rules on taking holiday.

Employees are entitled to a minimum of 5.6 weeks (28 days for an employee working 5 days per week) paid holiday in each holiday year. This is known as statutory holiday and the 5.6 weeks (or 28 days) includes bank and public holidays. Any additional holiday over and above statutory holiday is known as contractual holiday.

New starters and pre-booked holiday

During the recruitment process, prospective employees may be asked whether they have any leave booked that would take place after commencement of employment. If the individual is recruited, we will normally allow such leave to be taken.

In the first year of employment, holiday entitlement accrues on a pro-rata basis each month at the beginning of each month.

The rules on accrual of holiday may mean that an employee has not, at the time that holiday is to be taken, accrued enough holiday to cover their holiday period. In this case, the employee and manager will agree how any time off in excess of accrued holiday will be covered, e.g. authorised unpaid leave.

Booking holiday

Employees must request to take holiday using the holiday booking system. Employees must consider the following when requesting to take holiday:

- Employees should consider resourcing within the team to consider the likelihood of having their requested granted.
- Employees should not make any firm travel or accommodation arrangements etc. until they have received written confirmation that their request for holiday has been granted. There may be circumstances where we cannot grant the request, such as operational/resourcing requirements. We are not liable for any loss incurred by an employee, such as lost deposits etc., if they incur costs and make commitments prior to receiving confirmation.

Any carried-over holiday entitlement must be taken immediately upon an

Termination of employment

When employment terminates part way through a holiday year, the employee's holiday entitlement will be recalculated on a pro-rata basis. This will determine the amount of holiday the employee would be entitled to, for the period of service during the holiday year.

Any outstanding holiday accrued but untaken will be paid to the employee in their final pay. This is subject to the right of the Company for the employee to take their outstanding holiday during their notice period. Otherwise, the amount due for outstanding holiday will be added to the employee's final pay.

If the employee has exceeded their pro-rata entitlement to holidays at the time they leave their employment, this will be classed as an overpayment and an amount to cover this will be deducted from their final pay, subject to the maximum that their final pay permits.

NOTE: Your contract may indicate that you have Rolled Up Holiday Pay. If this is the case, you will be paid 'rolled-up' holiday pay, i.e. an additional amount on top of your remuneration, calculated at the rate of 12.07% of your remuneration for work done each week. This will be paid to you at the same time as your weekly remuneration and itemised on your pay statement. Since you will be receiving rolled-up holiday pay, you will not receive any holiday pay during periods when you actually take holiday

Amendments to this policy

This policy is non-contractual and may be amended from time-to-time in line with changes to legislation and best practice.