



Holiday Procedure

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Holiday Policy and Procedures

This policy sets out our arrangements for staff wishing to take holidays (also known as annual leave).

This policy does not form part of any employee's contract of employment and we may amend it at any time. We may also vary the policy as appropriate in any case.

This policy applies to employees and individuals that have a right to holiday set out in their contracts only. It does not apply to agency workers, consultants, self-employed contractors, volunteers or interns unless otherwise specified in their contracts.

Holiday entitlement

The Company's holiday year runs from 1st January to 31st December. Your holiday entitlement in any one holiday year is contained in your employment contract and includes your entitlement to paid annual leave under the Working Time Regulations 1998. Part-time workers are entitled to a pro rata equivalent of the full-time holiday entitlement.

If you are an irregular-hours worker (such as a casual worker) or a part-year worker (such as term-time only worker) your holiday may be calculated as a percentage of hours worked. You will also accrue holiday during sick leave and family leave (maternity leave, paternity leave, adoption leave, parental leave, shared parental leave, parental bereavement leave, carer's leave and neonatal care leave) based on your average working hours.

Holiday entitlement must generally be used during the holiday year in which it accrues. You are encouraged to take your full holiday entitlement each holiday year. Except as set out in this policy, any holiday not taken by the end of the holiday year will be lost and you will not be entitled to any payment in lieu.

The Company reserves the right to require you to take annual leave during the Christmas/New Year shutdown period. This will normally consist of 3 or 4 days in addition to usual bank holidays, but the exact amount will be confirmed each year. If you do not have enough holiday entitlement remaining you must inform your line manager as soon as possible as you may be required to take unpaid leave.

Taking holiday

Holiday requests must always be made via our HR system; logins and the website link to the system are provided by the Human Resources department. Your holiday request must be approved and authorised in advance by your line manager. If holiday requests are not authorised, you will be marked down as taking unauthorised leave which will result in a day being deducted from your pay.

We cannot promise that you will always be able to take your holiday when you want to take it but we will always try to arrange this subject to the overall operating needs of the business.

You may be required to take all or part of any remaining holiday entitlement during a period of notice or Garden Leave.

Reclaiming holiday affected by sickness

If you are sick or injured during a period of holiday, and would have been unfit for work, or you have been signed off work before starting a period of pre-arranged holiday, you may choose to reclaim the

affected days of holiday and treat them as sick leave. The reclaimed days of holiday may then be taken at another time.

Alternatively, you may continue to treat the affected days as holiday and receive holiday pay at your normal rate.

Carry over because of sick leave

If you are unable to take your accrued holiday before the end of the holiday year because of a period of sick leave, you may carry over unused holiday to the following leave year.

Carry over because of sick leave is limited to four weeks in any holiday year, less any leave already taken during the holiday year. For example, if you have already taken two weeks' holiday you will only be able to carry over a further two weeks. This does not affect any other right to carry over holiday you may have under this policy. (This limit does not apply to part-year or irregular hours employees whose holiday is calculated as a percentage of hours worked.)

Any holiday that is carried over due to sickness must be taken within 18 months of the end of the holiday year in which it accrued otherwise it will be lost.

Carry over because of family leave

If you are unable to take your accrued holiday before the end of the holiday year because of a period of maternity leave, paternity leave, adoption leave, parental leave, shared parental leave, parental bereavement leave, neonatal care leave or carer's leave (collectively referred to in this policy as family leave), you may carry over unused holiday to the following holiday year.

Where possible, if you are intending to take a period of family leave that is likely to finish close to the end of the holiday year or extend into the next holiday year, you should discuss your plan to use any remaining holiday with your line manager in good time before starting your family leave.

Any holiday that is carried over due to family leave must be taken by the end of the holiday year otherwise it will be lost.

Breaches and unauthorised absences

Breaches of our holiday policy or instances of unauthorised absence may lead to action under our Disciplinary Procedure.