

# Annual Leave Policy

## A) ANNUAL HOLIDAYS

- 1) Your annual holiday entitlement is shown in your individual Statement of Main Terms of Employment.
- 2) Variable hour's workers will accrue annual leave on the basis that you will receive 8% of the annual hours worked in a leave year subject to a maximum of four of your working weeks.
- 3) You are required to take all of your holiday entitlement in the holiday year in which it is accrued. We do not give payment in lieu of holidays other than in the event of termination of your employment.
- 4) We operate an online system for booking holidays. You will be given the rights to request absence online and you will also be able to view your holiday entitlement online at any time. This is to give you the facility to easily plan your holidays throughout the year. You should make a request through the online system for all holiday requests and have it approved by Manager before making any firm holiday arrangements.
- 5) Once you have registered your holiday request online, you will receive an e-mail from your manager authorising or declining your request. If you feel that your request has been unreasonably refused for any reason you should refer the matter to your manager. They will endeavour to ensure that you have every opportunity to take your holidays at the time you request them, but they will need to balance your requests with the needs of the Business.
- 6) You should give at least four weeks' notice of your intention to take holidays of a week or more and one week's notice is required for odd single days.
- 7) You may not normally take more than two working weeks consecutively.
- 8) Your holiday pay will be at your normal basic pay unless shown otherwise on your Statement of Main Terms.
- 9) You are required to reserve sufficient days from your annual entitlement to cover the Christmas/New Year shut-down period. If you have not accrued sufficient holiday entitlement to cover this period you will be given unpaid leave of absence.
- 10) Annual leave cannot be granted in place of sick leave.
- 11) In the event of the termination of your employment any holidays accrued but not taken in the current holiday year will be paid for. However, in the event of you having taken holidays which have not been accrued pro-rata in the holiday year, then the appropriate payments will be deducted from your final pay.
- 12) The Company reserves the right to refuse annual leave requests where the Company is unable to facilitate such a request. This extends to cases where you have requested at least two unbroken weeks of leave having worked more than eight months of the leave year.

## B) PUBLIC/BANK HOLIDAYS

Your entitlement to public/bank holidays (and to any additional payment which may be made for working on a public/bank holiday) is shown in your individual Statement of Main Terms of Employment.

