

Policy

Holidays

Entitlement

Your annual leave entitlement, including that relating to bank and public holidays, is detailed in your Statement.

The holiday year runs from 1st January to 31st December.

New starters will accrue annual holidays on the basis of 1/12th of the annual entitlement for each month of Company in the holiday year.

Booking Holidays

This procedure makes up part of your contractual terms and conditions. All annual holidays must have prior approval and authorisation. The Company will respond as soon as possible to your request for holiday. No responsibility will be accepted for monies lost as a consequence of your failure to follow this procedure.

Requests for holidays should be submitted to your Line Manager.

Generally, you will only be permitted to take a maximum of 2 weeks' holiday at any one time. However, an extended holiday period may be taken at the discretion of the Directors.

Where too many employees require the same holiday period, which if granted would impair the efficiency of the business, holidays will be granted on the basis of first come, first served.

At least 24 hours' notice should be given for any holiday up to one week in duration. For holiday periods greater than one week, one week notice should be given for each weeks holiday requested.

It is our policy to encourage you to take all of your holiday entitlement in the current holiday year. However, if you have been unable to take all of your holiday due to work commitments you may carry over a maximum of 4 days holiday into the next holiday year. No payment in lieu will be made in respect of untaken holidays other than in the event of termination of your employment.

Should you fall sick prior to or during pre-booked annual holidays there is no entitlement to take those holidays on another occasion unless the Sickness Notification Procedure has been followed and a Statement of Fitness for Work or a medical certificate is provided.

Holiday entitlement will continue to accrue during periods of Maternity, Adoption, Paternity, Shared Parental and Parental leave, Neo Natal and Bereaved Partner's Paternity Leave.

During your notice period the Company reserves the right to decide on the dates on which some or all of your outstanding holiday entitlement may be taken.

The content of these clauses does not affect your statutory holiday entitlement under the Working Time Regulations 1998 (as amended).