

## HOLIDAYS

The holiday year runs from 1<sup>st</sup> January to 31<sup>st</sup> December (Holidays will not be permitted during the month of December)

Full time employees' annual holiday entitlement in any holiday year is 28 days which part time employees will receive pro rata.

Hourly paid employees will be paid their contracted hours and salaried employees will be paid their basic salary in respect of periods of annual holiday.

On termination of employment, employees will be entitled to be paid for holiday accrued but not taken at the date of termination of employment.

If on termination of employment an employee has taken more annual holiday than they have accrued in that holiday year, an appropriate deduction will be made from the employee's final pay.

Employees are not permitted to carry over accrued annual holiday from one holiday year to the next. Any untaken holiday entitlement remaining at the end of the holiday year will be lost and employees will not be entitled to any payment in lieu.

All periods of annual holiday must be authorised in advance by Management. Employees must not make firm annual holiday arrangements before receiving confirmation from Management that their request has been authorised.

Employees are required to submit completed Holiday Request Forms to their Line Manager as early as possible, normally giving a minimum of one month's notice for leave of one week or more.

Employees are not normally permitted to take more than 2 weeks annual holiday at any one time.

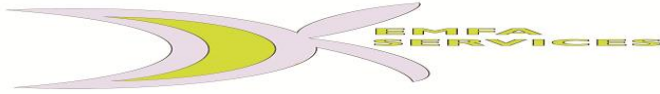
If employees wish to book a weekend off then they may swap their rota with a colleague, provided this is agreed in advance and the change is properly notified.

Employees who take unauthorised annual holiday may be subject to disciplinary action.

Requests for annual holiday will normally be granted on a 'first come, first served basis.' Owing to the needs of the business, management reserves the right to limit the number of employees who may be permitted to take holiday at any one time. The granting of all holiday requests will be subject to adequate cover being available and the overall needs of the company.

Annual holiday may not generally be taken during the month of December, due to the requirement to provide services across Christmas and the New Year. This is the Company's busy period and no employee will be permitted to take holiday at this time except at the discretion of management.

The Company may require an employee to take all or part of any outstanding holiday entitlement during their notice period in the event of resignation or other termination of their contract of employment.



## **Public Holidays**

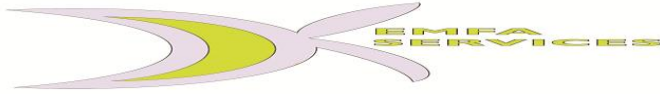
Owing to the nature of the business the Company does not recognise public holidays, which are viewed as a normal working day, and therefore there is no longer a lieu day for working a public holiday.

Please sign to confirm that you have read and agree to comply with this document.

**Signed:** \_\_\_\_\_ **Print:** \_\_\_\_\_

**Employee**

**Date:** \_\_\_\_\_



## HOLIDAY REQUEST FORM

**To:**

**From:**

**Date:**

**Start  
Date**

**Start  
Day**

**Return  
Date**

**Return Day**

**No of Days  
Holiday**

Number of days holiday remaining prior to the above request: \_\_\_\_\_

Number of days holiday remaining after the above request: \_\_\_\_\_

Signed by Employee: \_\_\_\_\_

PRINTED: \_\_\_\_\_

Date: \_\_\_\_\_

Approved? **YES / NO**

Reason for not approving request: \_\_\_\_\_

\_\_\_\_\_

Signed by Manager: \_\_\_\_\_

PRINTED: \_\_\_\_\_

Date: \_\_\_\_\_