

Holiday Policy

You are entitled to Basic Holiday Entitlement from the commencement of your employment. If you commenced your employment part way through the Leave Year you are entitled to holiday on a pro-rata basis.

Basic Holiday Entitlement accrues at the rate of one twelfth on the first day of each month of each year of employment, and the holiday year runs from 1st April to 31st March.

You will be paid your basic salary whilst on holiday provided the following conditions are followed:

In order to ensure that your holiday allowance is taken within the year, and divided fairly with your colleagues, please note that:

- Holiday will be authorised on a first come, first served basis. If any of your colleagues have already booked holiday for that period, and your work cannot be covered, we reserve the right to decline your requested dates.
- You must complete a Holiday Request Form at least 4 weeks before your proposed holiday dates and your manager must then agree to your request and sign your form.
- No holidays or flights should be booked without prior authorisation of your holiday dates.
- For the better performance of the business, generally you may not take more than 2 consecutive weeks' holiday including rest days at any one time. However, the company recognises that there may be circumstances where an employee may need to request a longer holiday absence. In these circumstances a concession will be considered for an absence period of up to 30 days can be taken, however this absence must be agreed and written approval provided to you by either the HR Manager or a Director. If a holiday period of longer than 2 consecutive weeks is approved the Company will only pay 10 days holiday pay for that period.
- Where sudden annual leave is requested outside of the above time frames, written proof will be required to be provided to support any such requests and written confirmation of the agreed absence will be provided to you by the HR Manager or Director. This is in cases of family issues, deaths etc.
- No holiday over the Christmas period will be authorised until 30th November and preference will be given to those employees who worked the previous Christmas or New Year. The closing date for submission of any holidays over the Christmas and New Year will be September 30th of each year.
- Anyone who is absent for longer than the agreed holiday period will be required to attend a Return-to-Work meeting and may be subject to the disciplinary procedure on their return to work. They will not be able to attend work until this has been undertaken.
- All holidays are dependent upon the needs of the business and as such any annual leave during the business season, which runs from 1 April through to 31 October each year will be subject to the needs of the business and may be refused on that basis.
- Applications received within 4 weeks' notice will be at the sole discretion of the Management and will be approved/not approved depending on workload.

In certain circumstances you may at the sole discretion of the Company be permitted to take additional holiday without pay. Such additional holiday may only be taken with the prior written approval of the Managing Director.

The Company reserves the right, at its sole discretion, to require you to take any unused accrued Basic Holiday Entitlement

during any notice period (whether notice is served by the Company or you).

On the Termination Date, you shall be entitled to a payment in lieu of any unused accrued Basic Holiday Entitlement. If the Termination Date occurs part way through the Leave Year, you are entitled to holiday on a pro-rata basis from the beginning of the Leave Year to the Termination Date. During that period the adjusted Basic Holiday Entitlement will accrue to you for every completed month of employment in the Leave Year in question. The Company reserves the right to deduct payment made for holidays taken in excess of your adjusted Basic Holiday Entitlement from the final payment of salary to be made to you or from any other sum or amount which is or becomes due to you at the end of your employment.

For the purpose of calculating any holiday pay due to you or excess holiday taken by you this will be 1/260th of your basic salary.