



## Holiday Policy

### Holidays

The Company holiday year runs from 1 April to 31 March.

All our employees are entitled to 5.6 weeks' paid holiday per holiday year, which includes statutory bank and public holidays, part-time workers are entitled to a pro rata equivalent. Holiday must be taken during the holiday year in which it is accrued otherwise it will be lost.

Information regarding holiday accrual and entitlement is outlined in your contract of employment.

Because Easter dates vary from year to year, the April to March period may include two Easter holidays. To compensate for this, we will allow you to carry forward two days from one year to the next.

### Booking holidays

To book a holiday you must gain approval in advance from your Area Supervisor / Manager by completing the Holiday Request Form. Please give as much notice as possible and as a minimum, twice the amount of notice as the amount of holiday requested.

Holiday must be timed to minimise disruption to work schedules and although we will try to accommodate your request your manager may refuse to authorise it if it causes severe disruption to work schedules, if other employees are absent or for another substantial reason. Therefore, no bookings should be made before approval is received, as the Company is not liable for any losses. Your area supervisor / manager will explain any refusal. Unless required by law, all holidays must be taken during the holiday year in which they are accrued otherwise it will be lost.

### Holiday Pay

You will receive your normal pay during any holiday taken as part of your holiday entitlement.

You are not entitled to pay in lieu of holiday not taken, except on termination.

For those working irregular hours or on part-year contracts we will calculate your holiday entitlement and pay at each pay period. We will pay 12.07% of your pay as holiday pay. This will appear as a separate line on your pay slip.



## Bank and Public Holidays

Due to the nature of our business, we usually work on Bank and public holidays.

## Holiday entitlement and sick leave

If you fall sick or are injured before the start or during a period of planned holiday, you may choose to take this time as sick leave and postpone your holiday. To do this, you must contact your area supervisor / manager by telephone or email as soon as possible and provide qualified medical evidence confirming that you are unfit, or are likely to be unfit, to take the holiday for the whole period. You must confirm in writing the amount of holiday that was affected by your illness and the amount of leave you wish to take later.

Subject to the correct notification and certification, the Company will pay Statutory Sick Pay (SSP). You must follow the absence reporting procedure and provide the Company with a relevant medical certificate covering the whole period of incapacity.

### **Long term sickness absence**

If you have been unable to take your holiday in the holiday year due to long-term sickness absence you may carry over the amount up to the four weeks' statutory entitlement or you may request to take holiday and be paid for that period provided you inform your area supervisor / manager in writing.

### **Sickness Absence, Maternity, Adoption or Parental Leave**

You will continue to accrue your holiday entitlement during any period of leave.

## Holiday Pay on Termination

Where you start or terminate your employment part way through a holiday year the entitlement will be calculated on a pro rata basis. Holiday accrued but untaken will be paid in lieu in your final salary.

If you have taken more holiday than you have accrued a deduction from your final salary will be made.

You may be required to take an outstanding holiday during your notice period.

This policy is authorised by;

M A Rana  
Director