

## **HOLIDAY POLICY**

Your entitlement to paid holiday and the rules relating to applying for and obtaining approval, are set out in the Company Rules.

The Company's holiday year is 1 January to 31 December. All staff are entitled to the statutory minimum holiday entitlement of 5.6 weeks holiday.

Annual holiday entitlement for part time and term time staff is worked out on a pro rata basis. Where there are no normal working hours, holiday entitlement will be accrued as hours are worked.

Because of the small size of many teams delivering cleaning services at client sites, it is not possible normally to allow more than 2 people in the same team to be away together. This is at the Manager's discretion and will depend on the number of operatives working at a particular site. We will also not normally authorise any employee to take more than 10 consecutive working days' holiday. Any additional days off following a period of annual leave will be treated as unauthorised and may lead to disciplinary action being taken.

Holidays will normally be allocated on a first come first served basis, so it is important to make your application for holiday leave at the earliest opportunity.

One month's notice of your intention to take annual leave is required, however in situations where this may not be possible your Manager or Supervisor must be notified as soon as possible. We may not be able to authorise your request if it causes severe disruption to work schedules or other staff are absent or there is another substantial reason. This is why no holiday bookings should be made before approval is received.

Unused holidays may not be carried over to the next holiday year. You should request holiday by using the Company's holiday form.

## **ANNUAL LEAVE DURING A PANDEMIC**

During the COVID-19 Pandemic, the UK government mandated additional restrictions for international travel. In the unlikely event that restrictions (including the requirement to quarantine after visiting certain destinations) are reintroduced by the UK Government, you may be required to postpone or cancel your booked holiday.

In certain circumstances and in agreement with your line manager we may agree to change dates of your annual leave, although this cannot be guaranteed in all circumstances due to operational and logistical requirements.

Failure to make reasonable alternative arrangements that result in your inability to fulfil your contractual hours may result in disciplinary action being taken against you for unauthorised absence.