

16 Annual Leave Policy

16.1 Your Annual Leave Entitlement

16.1.1 Full details of your annual leave entitlement are in your Statement of Main terms and Conditions of Employment.

16.1.2 Except as set out in this Policy, annual leave entitlement must be taken during the calendar year in which it accrues.

16.1.3 The Company will only allow outstanding annual leave to be carried over from one calendar year to another if approved by the Managing Director in the following instances:

- You have been absent on long term sick leave and have been unable to use your annual leave entitlement
- There has been a specific business emergency which has prevented you from taking your annual leave entitlement, i.e., you were specifically requested by the Company to help and support with the specific emergency
- If agreed in writing with the Company
- if otherwise required by law

16.1.4 Any additional annual leave not taken by the end of the calendar year will be lost and you will not receive any payment in lieu.

16.2 Taking Annual Leave

16.2.1 Due to business requirements, there may be times in the year when the Company requires all employees to be present (peak periods). During these periods, the Company reserves the right to put an annual leave freeze in place. These periods of the year will be notified in advance to all employees before the start of the new calendar year and no annual leave will be approved for any employees until these periods have been identified.

16.2.2 In order to submit a request for annual leave, you should complete the relevant form and have the annual leave authorised by your Line Manager.

16.2.3 The Company reserves the right, on reasonable notice, to require you to take annual leave during any quiet periods.

16.2.4 All annual leave must be approved in advance by your Line Manager. You must not make travel bookings until approval has been given.

16.2.5 We may require you to take (or not to take) annual leave on particular dates, including when the Company is closed, particularly busy, or during your notice period. For periods when the Company is closed (such as the Christmas period), annual leave must be kept back and taken during these periods. If, for whatever reason, an individual does not have enough annual leave available to cover the period then they must take the relevant days off unpaid.

- 16.2.6 The amount of notice required is normally at least double the length of the annual leave requested. For example, if you would like one week's annual leave then you will need to request it at least two weeks beforehand.
- 16.2.7 All requests, providing they have been received in time, will be processed in date and time order.
- 16.2.8 Due to the size of the teams in the business, rules will be put in place and communicated to all employees as to how many may be allowed to take annual leave at any one time.
- 16.2.9 Holiday requests for annual leave in excess of two consecutive weeks are not permitted, unless agreed otherwise in writing by your Managing Director in advance.
- 16.2.10 In the event that the Company has to refuse an annual leave request due to business needs, the Company is not responsible for any financial commitment made by you prior to authorisation. You are therefore advised **NOT** to book holidays with tour operators, travel agents, hotels or passenger carriers etc until your annual leave request has been authorised.
- 16.2.11 At the commencement of your employment, you will be entitled to annual leave in proportion to the calendar year remaining on the date when your employment began.

16.3 Long-term Sickness Absence and Annual Leave Entitlement

- 16.3.1 Annual leave entitlement continues to accrue during periods of sickness absence.
- 16.3.2 If you are on a period of sickness absence which spans two years, or if you return to work after sickness absence so close to the end of the calendar year that you cannot reasonably take your remaining annual leave, you may carry over unused annual leave to the following calendar year.
- 16.3.3 Carry over under this rule is limited to the four-week minimum annual leave entitlement under legislation (which includes bank holidays), less any annual leave taken during the calendar year that has just ended. If you have taken four weeks' annual leave by the end of the calendar year, you will not be allowed to carry anything over under this rule. If you have taken less than four weeks, the remainder may be carried over under this rule. For example, a full-time employee who has taken two weeks' annual leave plus two bank holidays before starting long-term sickness absence can only carry over one week and three days.
- 16.3.4 Any annual leave that is carried over under this rule but is not taken within 18 months of the end of the calendar year in which it accrued will be lost.
- 16.3.5 Alternatively, you can choose to take your paid annual leave during your sickness absence, in which case you will be paid at your normal rate.

16.4 Family Leave and Annual Leave Entitlement

- 16.4.1 Annual leave entitlement continues to accrue during periods of maternity, paternity, adoption, parental or shared parental leave (referred to collectively in this Policy as "family leave").
- 16.4.2 If you are planning a period of family leave that is likely to last beyond the end of the calendar year, you should discuss your annual leave plans with your Line Manager in good time before starting your family leave. Any annual leave entitlement for the year that is not taken or cannot

reasonably be taken before starting your family leave can be carried over to the next calendar year.

16.4.3 For the avoidance of doubt this covers your full annual leave entitlement.

16.4.4 Any annual leave carried over should be taken immediately before returning to work or within three months of returning to work after the family leave.

16.5 Arrangements on Termination

16.5.1 On termination of employment, you may be required to use any remaining annual leave entitlement during your notice period. Alternatively, you will be paid in lieu of any accrued but untaken annual leave entitlement for the current calendar year to date, plus any annual leave permitted to be carried over from previous years under this Policy or as required by law. You are entitled to be paid at a rate of 1/260th of your [full-time equivalent] basic salary for each day of untaken entitlement.