



Annual Leave Policy

This policy applies to all companies within the Relyon Group.

This policy is designed to provide a framework for the utilisation of annual leave. The aim of this Policy is to provide a uniform and equitable approach to the calculation of and approval of annual leave for all employees.

General

The holiday year runs from 1 April to 31 March.

Wherever possible employees should be able to take their annual leave entitlement as and when they wish subject to giving reasonable notice and the need to ensure sufficient cover to meet operational requirements. Reasonable notice is classed as two weeks.

Annual leave requests that would entail more than two weeks' continuous absence from work (including statutory holidays) should be considered as exceptional and requested in writing to your Line Manager.

Where two people provide cover in the same area, absence of both at the same time will not normally be permitted.

Employees should not commit to annual leave until the leave has been authorised by your Manager. The Company will not be liable for any costs incurred for bookings made prior to annual leave being authorised.

It is up to the individual to ensure that their annual leave is planned throughout the leave year in consultation with the team and in agreement with their line manager.

At least ten days of your entitlement must have been taken by the 31st October each year.

All annual leave must be booked (not necessarily taken) by the 31st January each year.

Applications

Employees must obtain the authorisation of their line manager prior to taking annual leave.

Requests for annual leave should be made on a standard holiday form.

Requests for half days should be shown as a separate line on the standard annual leave form.

Annual leave requests must be submitted and agreed a minimum of 2 weeks prior to the date on which they are due to commence.

Where short notice is given, it may prove to be more difficult for a line manager to accommodate a leave request.

The Company reserves the right to refuse an application where a request is made on short notice or the days requested are not compatible with the needs of the business.

Once the annual leave request has been approved and recorded, the annual leave form will be returned to the individual, indicating the balance of leave remaining.

It is acceptable for an annual leave form to be photographed and issued to a Line Manager where an employee does not have access to computer.

Duration

Annual leave will normally only be allowed for a minimum of one day and a maximum of 15 working days.

Half-days annual leave are allowed at the discretion of the employee's line manager.

Employees are expected to take a main holiday each year of at least two weeks' duration.

Cancelling Holiday

Holiday cancellations should be made on annual leave forms and submitted to the employee's line manager.

If an employee is sick during their annual leave and, if the employee produces a doctor's certificate to that effect, the annual leave will usually be credited to the employee, so that he or she can take the leave at another time.

New Starters

The annual holiday for new team members is calculated on a pro-rata basis.

New team members who join within the first seven days of a month will be entitled to include the full month in calculating their entitlement. New employees do not have to serve a qualifying period before taking annual leave.

Carry Over

Individuals are actively encouraged to take their full year's annual leave entitlement in each holiday year.

Any remaining annual leave at the end of the annual leave year-end will be forfeited unless carry over is authorised by the Head of Group Services. Carry over will only be approved in exceptional circumstances, must be requested in writing before the end of the holiday year and will be a maximum of two days. Carry over does not apply to statutory holiday entitlement (20 + 8 days).

Unused leave will not be replaced with a payment in lieu, except where employment is terminated.

Annual Leave Upon Termination of Employment

If the employment terminates part way through the annual leave year, the employee's holiday entitlement will be assessed on a pro-rata basis.

Upon termination an employee will be paid in lieu for any accrued but untaken annual leave.

Employees are encouraged to take any unused annual leave during their notice period.

The Company reserves the right to claim back from the employee any annual leave that has been taken in excess of their accrued annual leave entitlement.

Such a claim back will usually be done through a deduction made to the final salary payment.

