

Annual Leave Policy

ABOUT THIS POLICY

- 1.1 This policy outlines the process which employees should follow when booking annual leave.
- 1.2 This policy does not form part of any employee's contract of employment and we may amend it at any time.

1. ANNUAL LEAVE ENTITLEMENT

- 1.1 You are entitled to paid annual leave in accordance with your Contract of Employment plus the usual public holidays in England.
- 1.2 The annual leave year runs from 1 September to 31 August each year.
- 1.3 It is advised that employees take their annual leave during the school holidays, however you may take up to 5 days annual leave in school term time per year and this must be agreed in advance by the directors. This is to be taken as a maximum of two consecutive days, unless otherwise agreed by the directors.
- 1.4 Annual leave being granted during term time is, among other things, dependent on the time of year and whether the Company's office is properly staffed during this period
- 1.5 A minimum of 10 days leave must be taken during the school summer holidays
- 1.6 Subject to 1.75, annual leave may not be carried forward from one year to the next and you should therefore use your entitlement at convenient times throughout the annual leave year to ensure that your entitlement is not lost.
- 1.7 Annual leave may only be carried forward to the following year if:
 - (a) A period of sickness absence, statutory maternity, paternity, adoption or shared parental leave prevents you from taking it in the relevant year; or
 - (b) A Director agrees that you may do so in exceptional circumstances.
- 1.8 The Company's offices are closed over the Christmas and New Year period and, unless otherwise specified by the Company, you are required to use three days from your annual leave entitlement during this period.

2. BOOKING ANNUAL LEAVE

- 2.1 Annual leave must be requested by submitting a request through the online 'People HR' portal, or in writing to the Directors.
- 2.2 Annual leave may only be taken at a time approved in writing by the Directors or through the HR portal. You should not book any travel or commit to any holiday-related costs until you have received written approval.
- 2.3 The Company reserves the right to:
 - (a) decline an annual leave request or suggest alternative leave dates to ensure that the Company's office is properly staffed at all times; or
 - (b) instruct you to take annual leave at any time by giving you not less than two working days' notice.
 - (c) require you to take annual leave during any period of garden leave without prior notice.

