

# OFFICIAL VACATION & ANNUAL LEAVE POLICY

## Subject: Annual Vacation Policy

### 1.0 Policy Objective & Philosophy

Our company firmly believes that rest and time away from work are essential for the health, well-being, and productivity of our employees. This policy outlines the procedures and regulations for paid annual leave, ensuring fairness, transparency, and full compliance with the Workers' Statute.

Our goal is to provide a clear framework that allows employees to plan their well-deserved rest periods while ensuring the operational needs of the bakery are met efficiently throughout the year.

### 2.0 Annual Leave Entitlement

- **Standard Entitlement:** All full-time employees are entitled to **30 calendar days** of paid vacation per calendar year (January 1st to December 31st). This entitlement is not affected by the 14 official public holidays.
- **Prorated Entitlement:** Employees who join or leave the company part-way through the year will be entitled to a prorated number of vacation days corresponding to their time of service within that year.
- **Accrual:** Vacation days are accrued monthly but are available for use from the beginning of the calendar year, subject to the scheduling policies outlined below.

### 3.0 Scheduling & Planning Vacation

To ensure adequate staffing and smooth operations, especially during peak business periods, all vacation leave must be requested and approved in advance.

#### 3.1 Vacation Period

- **General Period:** Vacation days must be taken within the calendar year they are accrued (i.e., between January 1st and December 31st). Vacation days not taken by December 31st will expire, except in specific cases mandated by law (see section 4.2).
- **Scheduling:** The final vacation schedule will be established by mutual agreement between the employee and their direct manager, respecting the following guidelines:
  - **Summer Period:** It is recommended that employees take at least 15 consecutive calendar days during the summer months (June 15th to September 15th).
  - **Peak Business Periods:** To ensure customer service and production continuity, employees are discouraged from requesting leave during peak seasons, specifically the two weeks leading up to Christmas and the week of Easter. Exceptions will be handled on a case-by-case basis.

### 3.2 Request Procedure

1. **Submission:** All vacation requests must be submitted in writing via the official "Vacation Request Form" available from the HR department or the company's internal portal.
2. **Deadlines:**
  - For requests for the summer period (June-September), forms must be submitted no later than **March 31st** of the current year.
  - For all other periods, requests must be submitted at least **30 days** in advance.
3. **Confirmation:** Employees must receive formal approval from their manager before making any travel arrangements. As per law, the company will provide employees with their confirmed vacation schedule at least **two months** before the start of their leave.

### 3.3 Approval & Conflict Resolution

- **Approval:** Approval is granted by the employee's direct manager, who will coordinate with the team to ensure adequate coverage. Final approval is registered by the HR Department.
- **Conflicting Requests:** In the event of conflicting vacation requests within a department that impact operational needs, the manager will encourage a mutual agreement between the affected employees. If an agreement cannot be reached, priority will be determined based on a combination of company seniority and a rotating priority system.

## 4.0 Key Policy Rules

### 4.1 Splitting Vacation

- Vacation leave can be taken in several periods by mutual agreement.
- However, in compliance with Spanish law, at least one of these periods must be a minimum of **two consecutive weeks** (14 calendar days).

### 4.2 Sickness During Leave

- **Sickness Before Vacation:** If an employee is officially certified as sick before the start of a planned vacation period, the vacation is suspended. The employee will be entitled to take those vacation days at a later date, once they have recovered.
- **Sickness During Vacation:** If an employee falls ill and receives an official baja médica during their vacation, the vacation period is interrupted. The remaining vacation days can be taken at a later date after recovery, even if the calendar year has ended, subject to legal time limits.

### 4.3 Non-Compensation Rule

- Annual leave is for rest and cannot be substituted for monetary payment. The only exception is upon the termination of an employment contract, where any accrued but untaken vacation days will be compensated financially in the final settlement.

## **5.0 Questions & Contact**

For any questions regarding this policy or your specific vacation entitlement, please do not hesitate to contact the Human Resources department.