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# Staff Handbook

## Schedule 6 - Holiday Policy

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## Document History

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## Review Panel

Name	Role
Kate Guilding	Company Secretary
Jo Chadwick	HR

## Change history

#	date	author	comment
1.4	14th Oct 2021	Victoria Iredale	Updated to current branded paper and added clause 2.2. Change to additional holidays

## **Schedule 6**

### **Holidays Policy**

#### **1. About this policy**

- 1.1 This policy sets out our arrangements for staff wishing to take holidays (also known as annual leave).
- 1.2 This policy applies to all employees. This policy does not form part of employees' contracts of employment and the Company may amend it at any time.

#### **2. Your holiday entitlement**

- 2.1 The company's holiday year runs from 1 January to 31 December. If your employment starts or finishes part way through the holiday year, your holiday entitlement during that year shall be calculated on a pro-rata basis rounded up to the nearest half day.
- 2.2 Holiday entitlement is accrued for your first year of employment, and will be calculated at one-twelfth of your leave in each month. For example, someone works 5 days a week and is entitled to 28 days' annual leave a year. After their third month in the job, they'd be entitled to 7 days leave (a quarter of their total leave, or 28 divided by 12 x 3).
- 2.3 Unless otherwise set out in your employment contract, you are entitled to 25 days' paid holiday in each holiday year, plus bank holidays, rising to a maximum of 30 days within 7 years service based on the accrual of an additional day per year after 2 years service, or the pro rata equivalent if you work part time. Additional days will accrue from the following when the 2 calendar years service is completed.
- 2.4 Except as set out in this policy, holiday entitlement must be taken during the holiday year in which it accrues. Any holiday not taken by the end of the holiday year will be lost and you will not receive any payment in lieu.
- 2.5 We ask that you aim to use your holiday entitlement within the appropriate holiday year, however we understand that this is not always possible due to a number of factors. Unused holidays will be carried over to the following year, up to a maximum of 5 days. This doesn't form part of your contract and can be refused.
- 2.6 The company operates a holiday buy back scheme which entitles you to purchase additional holiday entitlement up to a maximum of five additional days per holiday year, the cost of which shall be deducted over the remainder of the holiday year in which the additional days were bought. This can be requested through either a member of HR or the Finance Team.
- 2.7 Unpaid holiday may be granted by agreement up to a maximum of 5 unpaid days per holiday year.

#### **3. Taking holiday**

- 3.1 Holiday requests when working on projects on client sites must be approved in advance by your Aire Logic Project Lead. Holiday requests when working internally at Aire Logic should be sent to [holidays@airelogic.com](mailto:holidays@airelogic.com) for approval.
- 3.2 A minimum of one week's notice should be given for holiday requests of up to 5 consecutive working days. A minimum of two week's notice should be given for holiday requests that exceed 5 consecutive working days.

- 3.3 We may require you to take (or not to take) holiday on particular dates, including when the business is closed, particularly busy, or during your notice period.

#### **4. Sickness during periods of holiday**

- 4.1 If you are sick or injured during a holiday period and would have been incapable of work, you may choose to treat the period of incapacity as sick leave and reclaim the affected days of holiday.
- 4.2 Employees already on sick leave before a prearranged period of holiday may choose to cancel any days of holiday that coincide with the period of incapacity and treat them as sick leave.
- 4.3 Company sick pay will only be paid for such days if you comply with our Sickness Absence Policy, including notifying HR immediately of your incapacity and obtaining medical evidence, even if you are abroad.
- 4.4 Dishonest claims or other abuse of this policy may result in HR taking further action.

#### **5. Long-term sickness absence and holiday entitlement**

- 5.1 Holiday entitlement continues to accrue during periods of sick leave.
- 5.2 If you are on a period of sick leave which spans two years, or if you return to work after sick leave so close to the end of the holiday year that you cannot reasonably take your remaining holiday, you may carry over unused holiday to the following leave year.
- 5.3 Any holiday that is carried over under this rule but is not taken within 18 months of the end of the holiday year in which it accrued will be lost.
- 5.4 Alternatively you can choose to take your paid holiday during your sick leave, in which case you will be paid at your normal rate.

#### **6. Family leave and holiday entitlement**

- 6.1 Holiday entitlement continues to accrue during periods of maternity, paternity, adoption, parental or shared parental leave (referred to collectively in this policy as family leave).
- 6.2 If you are planning a period of family leave that is likely to last beyond the end of the holiday year, you should discuss your holiday plans with HR in good time before starting your family leave. Any holiday entitlement for the year that cannot reasonably be taken before starting your family leave can be carried over to the next holiday year.
- 6.3 For the avoidance of doubt this covers your full holiday entitlement.
- 6.4 Any holiday carried over should be taken immediately before returning to work or within three months of returning to work after the family leave.

#### **7. Arrangements on termination**

- 7.1 On termination of employment you may be required to use any remaining holiday entitlement during your notice period. Alternatively, you will be paid in lieu of any accrued but untaken holiday entitlement for the current holiday year to date, plus any holiday 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.