

Additional Holidays Policy

Purpose

The purpose of introducing opportunities for employees to gain additional holidays is to reward those employees who stay long term with the business and secondly to celebrate what the company considers to be milestone birthdays.

How does it work?

Additional holidays will be awarded in the following two circumstances:

1/ Long Service

Employees will receive the following additional holidays:

| Length of Service | Additional Holiday entitlement | Maximum entitlement pa (excluding bank holidays) |
|---------------------------|--------------------------------|--|
| 2 complete years' service | 1 day | 21 days |
| 5 complete years' service | 1 day | 22 days |
| 6 complete years' service | 1 day | 23 days |
| 7 complete years' service | 1 day | 24 days |
| 8 complete years' service | 1 day | 25 days |
| 9 complete years' service | 1 day | 26 days |

As a reminder, the holiday year runs from 1st April to 31st March each year.

To qualify for the additional day in the holiday year you must have achieved the service required by the beginning of the holiday year.

Example

Chris started in the business on the 16th November 2014. Therefore, on the 16th November 2016 he will have reached 2 years' service. Chris will receive his additional day holiday from the 1st April 2017.

Holidays awarded under the long service scheme are a permanent increase in entitlement.

2/ Milestone Birthdays

Employees will receive a one-off holiday to celebrate what the Company considers to be a significant birthday. The birthday is for the employee alone and not milestone birthdays of family or friends.

This will include:

- 21st birthday
- 30th birthday
- 40th birthday

- 50th birthday
- 60th birthday

The milestone birthday holiday must be used in the holiday year in which it occurs. This days' holiday cannot be brought forward or carried over into another holiday year.

We envisage that the employee will likely wish to take this holiday on or around their actual birthday. This day must be booked as per our normal holiday booking process. Your line manager will endeavor to accommodate your request, but as with all holiday this may not be possible due to operational issues. As such we would advise that you give as much notice as possible.

Absence Issues

The Company reserves the right to deny or withdraw additional holidays gained by any employee where there is deemed to be a significant absence issue.

As such any employee who is on a live warning for their level of absence/ attendance will not be entitled to this benefit.

It is at the company's discretion on the improvement of the employee's absence record that this benefit may be re-instated.

Exemptions

Any employee who already has 26 days or more holiday will not be entitled to be part of this scheme.

Policy Review

This policy does not constitute a contractual benefit. The scheme may be reviewed, amended or withdrawn at any time by the Company.