

## Buy and Sell Holiday Policy

<b>Policy aims</b>	<p>Biz Group is committed to supporting its employees to achieve a healthy balance between their work and personal lives.</p> <p>The purpose of this policy and procedure is to provide employees with the opportunity to increase flexibility with regards to annual leave entitlement. This can be achieved either by employees:</p> <ul style="list-style-type: none"> <li>• Buying additional leave <b>or</b></li> <li>• Selling some of their current entitlement</li> </ul> <p>Buying extra holiday may appeal to employees for a variety of reasons e.g. the chance to spend more time with family or go on a special holiday. Alternatively, employees may wish to use less than their full leave entitlement and exchange some of their leave for extra salary.</p>
<b>Maximum number of days</b>	<p>Full Time Bizzers may buy or sell a maximum of 5 days per leave year. This will be pro-rated for part-time Bizzers.</p>
<b>Scheme Rules</b>	<p>The opportunity to buy and sell leave is available throughout the leave year provided two months' notice is given. Therefore, the last opportunity will be 31 October for the current leave year.</p> <p>Bizzers must discuss any requests to buy or sell holiday with their line manager who must approve the application before it is submitted.</p> <p>Procedure:</p> <ol style="list-style-type: none"> <li>1. Discuss desired option (buying or selling) with line manager</li> <li>2. Email line manager to confirm the request stating the number of days requested to buy or sell cc'ing HR (Vicky and Lani)</li> <li>3. Line Manager to confirm if they support the request or not by replying all.</li> <li>4. HR will confirm receipt and final approval of the request.</li> <li>5. For approved requests, HR will be responsible for ensuring the necessary adjustments to your salary are made.</li> </ol>
<b>Payments and Deductions</b>	<p><b>Bought Holiday</b></p> <p>The cost of any approved additional annual leave will be deducted from salaries on a monthly basis over the course of the leave year (pro-rata if part way through the leave year).</p> <p><b>Sold Holiday</b></p> <p>For any annual leave which is approved to sell back to Biz, you will receive payment for the value of this leave in the following month's salary.</p>

<b>Expectations</b>	<ul style="list-style-type: none"> <li>• Any additional holiday bought must be taken during the leave year. It may not be rolled over to the next year.</li> <li>• The opportunity to make this request is one request per person per holiday year. (I.e. If additional holiday is “bought” it must be taken. There is not an option to sell it back to Biz. If leave entitlement is sold there is not an option to buy it back later in the year)</li> <li>• Bizzers should also note that <u>Holidays may only be taken at the line manager’s discretion</u>; normal considerations, such as ensuring staff are not on leave at the same time, assessing workload and authorising leave days in advance, will still apply. It is recommended that leave is planned for traditionally quiet periods such as Ramadan and the Summer months.</li> <li>• If a Bizzer ceases employment partway through the leave year, their final pay will be adjusted to account for the proportion of leave they have accrued or taken.</li> </ul>
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