



2. Holidays

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2.1 Annual Holidays

The holiday year runs from 1st January to 31st December. Employees' annual holiday entitlement in any holiday year is detailed in each employee's Contract of Employment.

Employees will be paid their normal salary in respect of periods of annual holiday.

All periods of annual holiday must be authorised in advance and employees are required to obtain approval from their line manager, giving a minimum of 14 calendar days' notice. Employees must not make firm annual holiday arrangements before receiving confirmation that their request has been authorised.

Requests for annual holiday will normally be granted on a 'first come, first served' basis. Owing to the needs of the business, management reserves the right to limit the number of employees who may be permitted to take holiday at any one time. The granting of all holiday requests will be subject to adequate cover being available and the overall needs of the Company and its clients.

Employees are not normally permitted to take more than 10 days (two weeks) annual holiday at any one time without the prior written approval of one of the Directors.

Employees who take unauthorised annual holiday may be subject to disciplinary action.

2.2 Public Holidays

Full time employees are entitled to all English statutory bank and public holidays each year, and will be advised of the relevant dates as early as possible.

Public holidays are in addition to annual holiday entitlement. Employees may be required to work from time to time during recognised public holidays, depending on the needs of the business. Employees will be given as much notice as possible of such a requirement. Employees who are required to work on a recognised public holiday will be entitled to receive time off in lieu, or in exceptional circumstances, pay in lieu at the discretion of management. Full details can be found in each employee's Contract of Employment.

Where employees are entitled to receive time off in lieu for working on a public holiday, the time off in lieu must be taken at a time convenient to the business.

2.3 Holiday Entitlement for Irregular and Part-Year Workers

For employees working irregular hours or part-year schedules, holiday entitlement will be calculated using the **12.07% accrual method** in compliance with 2024 legislation. This method ensures holiday pay is proportionate to actual hours worked, and the calculation of holiday entitlement will align with government guidance to reflect the precise nature of each employee's working arrangements. For leave years starting on or after 1 April 2024, employees with irregular hours will be entitled to the statutory 5.6 weeks' holiday, calculated according to hours worked