
Annual Leave Policy

Overview

This policy aims to help employees achieve a balance between their work and home life. It does this by establishing a clear framework for the management of annual leave entitlements. The policy aims to ensure that annual leave entitlements are taken in full, at regular intervals, by all employees; and that they are managed consistently throughout the organisation.

Details of your annual leave entitlement can be found in your contract of employment. Annual leave must be approved by your manager and the HR Manager as early as possible and **before** you make any plans. The Company will, where possible, try to accommodate individual preferences for annual leave dates but the needs of the business may have to take precedence, particularly where short or inadequate notice is given.

- The Annual Leave year runs from January 1st – December 31st
- Employees are entitled to request to book annual leave once 3 months of continuous employment has been completed. At the discretion of the Company, some periods of annual leave not exceeding 2 working days may be approved during the first 3 months.
- All annual leave requests should be sent to your line manager for approval using the 'Holiday Request Form' which is located in the text parts in Zimbra.
- Employees must give notice that they want to take annual leave and the notice should be at least twice as long as the number of days of annual leave you want to take, but you should give as much notice as possible.
- The Company will aim to provide a response to all annual leave requests within 7 days from the day at which the manager receives the request. If an employee does not receive a response within that timeframe they should speak to their manager.
- Employees are advised not to make any plans/holiday bookings until the annual leave request has been approved.
- No more than 10 consecutive annual leave days may be booked without the express approval of the CEO.
- Annual leave requests can be made for full days or half days.

Each employee is responsible for ensuring they use all their annual leave entitlement for their holiday year, employees are not permitted to carry over any unused annual leave entitlement to the next holiday year. The Company does not make payments in lieu of any unused holiday entitlement.

Annual Leave Allowance

The standard company annual leave allowance is **30 days including public holidays**.

After every 3 years of service employees will receive 1 additional day of annual leave. The additional day of annual leave will be effective from the first day of the annual leave year. *For example, John joined Flashbay on 23.03.2023 and his annual leave allowance is 30 days. On 01.01.2026 John's annual leave allowance increases to 31 days and on 0.1.01.2029 it then increases to 32 days.*

Public Holidays

All sales employees follow the public holidays in their respective sales territory. If there are UK public holidays that are not public holidays in your sales territory you are required to be on duty unless a request for annual leave has been approved.

All corporate (non-sales) employees will follow UK public holidays unless otherwise advised by their line manager.

Termination of Employment

- If an employee leaves the business, their pro-rated entitlement will be calculated and any days accrued but not yet taken will either be paid (on the basis of 1/260th of your salary for each untaken day) in the final salary payment or the days will be used prior to the final day of employment. If, however, the annual leave entitlement has been exceeded, a deduction will be made from your final salary payment (calculated at 1/260th of your salary for each excess day taken).
- The Company may require employees to take their accrued but not yet taken annual leave days during their notice period. If this is required you will be notified by the HR Manager and you will be provided with at least 2 days' notice for each day of annual leave to be taken.
- Annual leave pay in lieu of accrued leave will be paid only on termination of employment.
- However, if we have dismissed you or would be entitled to dismiss you or you have resigned without giving the required notice, such payment in lieu will be limited to your statutory entitlement under the Working Time Regulations 1998 and any paid holidays (including paid public holidays) shall be deemed first to have been taken in satisfaction of that statutory entitlement.

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Monitoring this policy

It is important to note that the Company may vary or amend this policy from time to time particularly to take account of changes in the law, best practice or business requirements. This document shall be revised by the appropriate person, the Human Resources Manager or a nominated deputy. You will be notified of any changes.