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## Annual Leave Policy

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### 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 agreed with your 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 1<sup>st</sup> April
- Employees are entitled to request to book annual leave once 6 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.
- All annual leave requests should be sent to your line manager for approval
- A minimum of 20 days' notice should be given when requesting annual leave, 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 of the point 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 Directors

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.

### 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 support (non-sales) employees will follow UK public holidays unless otherwise advised by the line manager.

### Termination of Employment

- If an employee leaves the business, their pro-rated entitlement will be calculated on the basis of 1/260th of your salary for each untaken day of your entitlement for the annual leave year in which termination of your employment takes place. Any days accrued but not taken will be paid in their final pay. 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)
- 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

### Revision of the 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.