

HOLIDAY POLICY

As an employee of the Company, you are entitled to a certain amount of holiday in every year that you work. This policy enables you to know how the Company calculates that entitlement.

Holiday Entitlement

Employees are entitled to take holiday as confirmed in your Contract of Employment.

The Holiday Period

Employees are encouraged to take their full entitlement to holiday in the appropriate periods or it will be lost, except under exceptional circumstances and at the complete discretion of the Company. This must be agreed with the Company prior to the end of any relevant holiday period.

The holiday period runs from **1st April to 31st March**.

All employees are required to submit holiday requests a minimum of one months' notice prior to the requested holiday start date.

Please put all requests in writing on our holiday form, which is available on request.

It is also company policy that holiday requests are on a first come first served basis and that only one employee is on holiday on any one day. As a company it is operationally impossible to have more than one employee off at any time. Subject to exceptional circumstances no more than 14 continuous days of holiday entitlement will be authorised.

Additional Holiday Information

This policy is to aid the smooth running of the business and your requirements for suitable rest to be taken throughout the holiday year. We believe that you will perform your duties as an employee better if you take all your holiday entitlement for each period.

You will not be reimbursed any extra money for any holiday that is not taken.

The Company reserves the right to remove access to its systems during any period of holiday for the better performance of the business.

You should refer to your Contract of Employment for additional information about holidays and holiday pay, or contact your HR Manager if you have any queries.

A handwritten signature in black ink, appearing to read 'S Graham'.

Mr S Graham
Managing Director