

Annual Leave Policy

- 1) Employees are informed of the number of days of annual leave entitlement via their individual Statement of Main Terms of Employment. All entitlements are pro rata for part time employees and is based upon 5.6 working weeks including all Bank Holidays.
- 2) The holiday year runs from the first working day of January and ends on the last working day of December. Holiday leave entitlements cannot be carried forward to the following year unless permission has been obtained.
- 3) We operate an online system for booking holidays via BrightHR. You will be given the rights to request absence online and you will also be able to view your holiday entitlement online at any time. This is to give you the facility to easily plan your holidays throughout the year.
- 4) Once you have registered your holiday request online, you will receive an e-mail from your Office Manager/Line Manager authorising or declining your request. If you feel that your request has been unreasonably refused for any reason you should refer the matter to your Office Manager/Managing Director. They will endeavour to ensure that you have every opportunity to take your holidays at the time you request them, but they will need to balance your requests with the needs of the department.

SIGNATURE: _____ Employee

NAME: _____ Print

DATE: _____