

Holiday Policy

Our holiday year runs from 1st January to 31st December each year.

Your annual holiday entitlement is detailed in your individual Contract of Employment.

Holiday entitlement in the year of joining/leaving is calculated on a pro rata basis for each complete calendar week of service.

You will be paid for authorised holidays at your current basic rate of pay unless otherwise stated in your main terms and conditions

Public and Bank Holidays

Your annual holiday entitlement includes paid holiday for bank and public holidays. No additional payment will be made for public/bank holidays. You may be required to reserve some of your annual holiday entitlement to accommodate the closure of the business on specific public/bank holidays, details of which will be communicated to you in advance.

Your entitlement includes for the following public/bank holidays but the company will only shut down for the 10-day Christmas/New Year period.

- 1 week at Easter (4 days annual entitlement + 1 public holiday)
- May Day (1 public holiday)
- 2 weeks and one day Summer (10 days annual entitlement + 1 local holiday)
- 2-day long weekend (first weekend of October) (2-day local holiday)
- 10-day Christmas/New Year period (7 days annual entitlement + 3 days public holiday)

When a public holiday is not recognised by us and the business therefore remains open, this day is deemed to be a normal working day. If you wish to observe the public holiday you will need to request holiday from your annual entitlement.

Any time off to observe any religious holidays not covered by the public holidays set out above should be taken as part of your holiday entitlement.

Taking Holidays

All holiday arrangements are subject to the prior approval of your manager and it is vital that you give as much notice as possible of any intended holiday dates. As a norm we would expect a weeks' notice for a day off and a months' notice for holiday of a week or more. Only in exceptional circumstances will we grant approval for more than 10 working days' holidays to be taken on any one occasion.

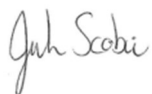
When booking holidays, you should always endeavour to choose holiday dates that do not conflict with major work commitments or linked persons' holidays. No reasonable request for holiday will generally be turned down, but if it were considered that your holiday would seriously interfere with work commitments you may be asked to reschedule it.

You must obtain approval to extend you holiday beyond the agreed return date in advance. Circumstances may arise where, because of sickness or travelling difficulties, you are unable to return to work on the agreed day. In such circumstances you should make every effort to inform your line manager as soon as

You are encouraged to take your annual holiday entitlement each year, however in the event that you do not take your full holiday entitlement in the holiday year, you will not be permitted to carry over the days.

Anyone who takes holidays that have not been authorised will be considered to be taking unauthorised absence. Unauthorised absence is not permitted and will not be paid. Unauthorised absence may result in formal disciplinary action up to and including dismissal.

Upon leaving us you will be entitled to accrued holidays or pay in lieu of any holiday accrued but not taken. In the event that you have taken more holiday than your entitlement, at the time you leave, we will deduct the relevant number of days' holiday from your final salary payment.

A handwritten signature in black ink that reads 'Julie Scobie'.

Julie Scobie

Financial Director

2nd May 2023