Annual Leave Policy

DISTRIBUTION

This Annual Leave Policy is communicated to all employees. A copy is available at the Head Office, held in the sites folder, and published on the internal company shared drive. All employees are encouraged to read it and communicate any queries to a Director.

Revision History

Issue Number	Review Date	Changes	Signed
01	22/09/2023	Original version	
01	22/09/2023	Signed off	
01	20/09/2024	Review	
01	19/09/2025	Review	
02	20/05/2026	Address Updated	
02	18/09/2026	Review	

Purpose

The purpose of this policy is to set out the Company's rules and procedures regarding annual leave entitlement, booking, and usage.

Scope

This policy applies to all employees of the Company and forms part of the Company's terms and conditions of employment where specified.

Annual Leave Entitlement

3.1 Annual leave entitlement, including bank and public holidays, is detailed in the employee's Statement of Main Terms of Employment.

3.2 The holiday year runs from **1 January to 31 December**.

3.3 New employees will accrue annual leave on a pro rata basis at the rate of **1/12th of their annual entitlement for each completed month of service** within the holiday year.

3.4 Employees engaged on term-time only contracts must take all annual leave during designated non-working periods, as set out in their Statement of Main Terms.

Booking Annual Leave

4.1 All annual leave must be **requested in advance and approved by the employee's Line Manager**.

4.2 Employees must submit requests in accordance with the Company's holiday booking procedure.

4.3 A minimum notice period of **four (4) weeks** is required for all holiday requests.

4.4 Employees will normally be permitted to take no more than **two (2) consecutive weeks** of annual leave at any one time, unless otherwise agreed by management.

4.5 Where multiple employees request the same period of leave, approval will be granted on a **first come, first served basis**, subject to operational requirements.

4.6 The Company reserves the right to restrict or decline leave requests during periods of high business demand.

Conditions of Annual Leave

5.1 Employees must not commit to any travel or financial arrangements until annual leave has been formally approved.

5.2 Where an employee is unable to take pre-booked annual leave due to sickness, such leave will only be reinstated where the employee has complied fully with the Company's sickness notification procedures and provided appropriate medical certification.

5.3 During any period of notice of termination, the Company reserves the right to require the employee to take any outstanding annual leave on dates specified by the Company.

During Statutory Leave

6.1 Annual leave entitlement will continue to accrue during periods of statutory leave, including:

- Maternity Leave
- Adoption Leave
- Paternity Leave

- Shared Parental Leave
- Parental Bereavement Leave
- Parental Leave

Carry Over of Annual Leave

7.1 Employees are required to take their full annual leave entitlement within the relevant holiday year.

7.2 Annual leave entitlement **may not be carried forward** into a subsequent holiday year unless:

- required by applicable legislation; or
- expressly authorised in writing by management in exceptional circumstances.

7.3 Any annual leave not taken within the holiday year will be **forfeited without payment in lieu** ("use it or lose it"), except where statutory provisions provide otherwise.

Statutory Rights

8.1 Nothing in this policy shall affect the employee's statutory rights under the **Working Time Regulations 1998 (as amended)**.

Review

This policy will be reviewed periodically to ensure continued effectiveness, compliance, and alignment with business and client requirements.

Managing Director

Name: DANISH IFTIKHAR

Sign: 

Dated: 22/09/2023