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# Holiday Policy

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## 1. Introduction

GRAHAM Facilities Management recognises the need for all employees to maintain a healthy work life balance by having access to regular periods of holiday leave. Employees and the organisation must work together to ensure that absence due to holiday periods allows an effective level of service to our clients to be maintained.

## 2. Scope

This procedure applies to all employees in the company. It includes all employees transferring into the business through TUPE terms and conditions, unless expressly stated otherwise in their contract with GRAHAM Facilities Management.

Specific regulations regarding holiday accrual during maternity leave is dealt with through the relevant policy.

## 3. Holiday Leave Year

Employees are entitled to a set number of holidays each year which are outlined in the individual contract of employment.

The holiday year runs from:

1<sup>st</sup> April to the 31<sup>st</sup> March

## 4. Shut Down Days

4.1 GRAHAM Facilities Management designates certain Shut Down Days when a site or office will be officially closed. An employee must be off at that time, unless there is prior agreement with senior management or to meet site needs.

4.2 A calendar of Shut Down days is available for each region and it is an employee's responsibility to consult the relevant holiday calendar in planning their leave.

4.3 There are sites that may vary their shutdown days from the GRAHAM Facilities Management standard days, these are dependent on the client requirements. Therefore, employees are expected to adhere to these.

## 5. Service Days

5.1 An employee will be entitled to service days in accordance with their contract of employment.

5.2 Employees will be eligible for contractual service days on the relevant anniversary of their date of commencement of employment.

## 6. Requesting Leave

6.1 Employees should give reasonable notice of any holidays they wish to take outside the Shut Down days.

6.2 Planned leave should take into account any specific site requirements.

- 6.3 All holidays must be approved in advance by the Line Manager using the GRAHAM Facilities Management IT or manual Holiday Request System (as appropriate).

## **7. Undertaken Holidays**

- 7.1 Employees can carry a maximum of 5 days into a new holiday year in exceptional circumstances and only after agreement with their Director.
- 7.2 Days carried forward MUST be taken by the end of the month 1 of the new calendar year.
- 7.3 No financial recompense will be given in exchange for untaken holidays.
- 7.4 Any deviation from this policy must be agreed by an Operations Director, based on business need.

## **8. Holiday Entitlement at Termination of Contract**

- 8.1 On termination of the employment, an employee shall be entitled to be paid in lieu of any accrued but untaken holiday.
- 8.2 An employee will only be entitled to accrued service days in accordance with full years of completed service.
- 8.3 If an employee has taken more holiday than their accrued entitlement at the date of termination, the Company shall be entitled to deduct the appropriate amount from any payments due to the employee.
- 8.4 The Company reserves the right to require an employee to take any accrued but unused holiday entitlement during their notice period or, if applicable, any such holiday shall be deemed to be taken during any period of Garden Leave.