

## 1. Introduction

John Graham Construction Ltd. (“GRAHAM”) 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.

GRAHAM are committed to being an inclusive workplace where all employees, customers and stakeholders can fully participate and contribute. We strive to ensure accessibility across all facets of our operations, including physical spaces, digital platforms, communication channels and services.

Our People policies are regularly audited against rigorous accessibility standards to ensure compliance and to support every employee.

Anyone who requires additional support or has any questions regarding accessibility can contact the HR team at [HR-JGC@graham.co.uk](mailto:HR-JGC@graham.co.uk)

## 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.

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

## 3. Holiday Leave

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> January to the 31<sup>st</sup> December.

## 4. Shut Down Days

GRAHAM reserves the right to designate specific Shut Down days on a regional or site basis to meet business needs. On these days an office or site will be officially closed.

An employee must take Shut Down days as holidays, unless there is prior agreement with senior management or to meet site/business needs.

A calendar of regional Shut Down days is available on the company intranet. There are sites that may vary their shutdown days from the GRAHAM standard days; these are dependent on the client requirements. Individual Managers have responsibility for setting site specific shut down days. It is an employee’s responsibility to consult the relevant holiday calendar and/or discuss site plans with their manager before planning their leave.

## **5. Service Days**

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

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

## **6. Requesting Leave**

- Employees should give reasonable notice of any holidays they wish to take outside the Shut Down days. Planned leave should take into account any specific site/ business requirements.
- All holidays must be approved in advance by the Line Manager using the GRAHAM IT or manual Holiday Request System (as appropriate).

## **7. Untaken Holidays**

- Employees can carry a maximum of 5 days into a new holiday year, only after agreement with their manager.
- Days carried forward MUST be taken by the end of the month 4 of the new calendar year.
- No financial recompense will be given in exchange for untaken holidays.
- Any deviation from this policy must be agreed by a Board Director, based on business need.

## **8. Holiday Entitlement At Termination Of Contract**

- On termination of the employment, an employee shall be entitled to be paid in lieu of any accrued but untaken holiday.
- An employee will only be entitled to accrued service days in accordance with full years of completed service.
- 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.
- The Company reserves the right to require an employee to take any accrued but unused holiday entitlement during their notice.