

Coronavirus – Temporary Holiday Arrangements

Holidays

We stated in our last business update that we expect people to use part of their holiday entitlement either for annual leave purposes or dependent use in the first half of the calendar year to avoid 'stockpiling' of holidays for later. To clarify we confirm the following;

We recognise that the issues surrounding COVID-19 has a potentially wide ranging impact on all stakeholders in the business. In terms of holiday provision we generally advise that all employees use their holiday entitlement over the full calendar year.

Extracts from our current holiday policy are as noted below;

Except where an employee is absent on long-term sick leave, all holiday must be taken during the holiday year in which it is accrued. In exceptional circumstances a maximum of five days may be carried forward into the following year. All requests for holiday to be carried forward must be approved by the HR Director, and any such holidays, must be taken no later than 31 March.

All holidays must be authorised by your Line Manager and recorded on the system as required by Human Resources. Any financial loss incurred as a result of taking action before seeking holiday approval, will not be compensated by the company.

Whilst every effort will be made to accommodate a holiday request, annual leave will be granted in consideration of the needs of the business and the department's access to resources at any given time.

The company may require employees to reserve holidays for recognised shut down, i.e. over the Christmas period. In addition, the company may require an employee to take annual leave on particular days and will specify the day or days on which leave is required to be taken. Notice must be provided which will be at least twice the period of leave it requires the worker to take. For example, if the employer requires the employee to take one week's annual leave at a particular time, it must give the employee at least two weeks' advance notice

In the midst of this specific event there are a number of circumstances relating to holidays, for example;

- We understand that people may need to use holiday in lieu of unpaid leave to care for a dependent.
- Employee holidays may be cancelled by government intervention, tour operators, airlines etc.
- We may require people to take holidays due to downturn in workload
- People may wish to hold back on holidays for emergency use, await better availability etc.

As a business we need to manage our operations for customers and workload requirements, endeavouring to accommodate employee requests wherever possible. In these trying times we require change to how we use our holidays and at this time the company has taken the following decisions;

We require all employees to use their current holiday entitlement with no more than 10 days remaining by the end of August this year.

No cancellation of previously booked/authorised holidays without senior management approval, with any agreement to cancel subject to compliance with above. Please e-mail request to your Business Unit Manager.

We will allow 5 days to be brought forward from the next holiday year should it be required.

For other holiday entitlements e.g. part time workers etc. a pro rata basis will apply. Where any clarity is required please contact your line manager or HR.

We will consider any exceptional circumstances however other measures are being provided for employees for time off in these difficult times.