

## Holiday Policy

Approved by: Managing Director

Effective Date: 06/01/2026

Review Cycle: Annual

### 1. Purpose

This policy ensures the fair allocation of annual leave while maintaining operational continuity throughout the year.

### 2. Annual Leave Entitlement

- All employees are entitled to annual leave in accordance with UK employment law
- Full-time employees are entitled to 5.6 weeks' paid holiday per year, inclusive of bank holidays, unless otherwise stated in their contract.
- Part-time employees receive pro-rated entitlement.

### 3. General Principles

- Holidays must be planned and approved in advance.
- Leave is granted subject to operational requirements and adequate staffing levels.

### 4. December Operational Restriction

- Due to peak seasonal demand, annual leave in December is restricted
- Leave during this period will only be approved in exceptional circumstances and with prior management approval
- This measure is to ensure business continuity and protect all employees' job security during critical production periods.

### 5. Even Distribution of Leave

- Employees are expected to take their annual leave evenly throughout the year.
- Clustering holidays in peak periods may be declined to avoid operational disruption.

## 6. Role-Based Considerations

- Leave requests will be assessed based on the employee's role and operational needs.
- Multiple employees in the same critical role may not be approved for leave at the same time.

## 7. Approval Process

- All holiday requests must be submitted in writing.
- Requests will be considered on a first-come, first-served basis, subject to operational requirements.

## 8. Notice Periods

- As a general guideline, employees should provide:
  - At least twice the length of the requested leave as notice.
  - For example, two weeks' notice for one week of leave.

## 9. Carry-Over of Leave

- Annual leave should normally be taken within the holiday year.

## 10. Leaving Employment

- Untaken accrued holiday will be paid in the final salary
- If more holiday has been taken than accrued, the company may deduct the excess from final pay, in line with the employment contract.

## 11. Exceptions

- Exceptional circumstances will be reviewed individually
- Supporting documentation may be required.

Signed	Antony Boon, Operations Director
Date	06/01/2026