

## LLUK – Unpaid Leave of Absence Request Process

We have noted a significant rise in requests for Unpaid Leave of Absence, and whilst being a supportive and considerate employer, we do need to remind you of our approach to these requests as they impact our Production schedule.

The process is as follows:

- A. You may not request Unpaid absence if you still have remaining holiday entitlement.
- B. You must have completed 6 months continuous employment before requesting any Unpaid absence.
- C. Any request for Unpaid Absence will be reviewed on a case-by-case basis.
- D. A maximum of 5 days Unpaid absence requests will be considered in a year (January - December)
- E. We may or will (depending on Production schedule) require you to 'make the time up' ('Working Up Days') in respect of 'Unpaid Absence'. Please note that we do not currently have a Production Schedule which will enable us to offer this – but it may be subject to change later in the year.
- F. The request must be raised via the Connecteam App at least 10 working days in advance
- G. As per the Holiday process, only one person from each team can be absent at any time so please do not raise a request when there is already approved absence within the team
- H. The Managing Director/Operations Director will consider any extenuating circumstances

If you have any questions, please do not hesitate to contact [hr@lluk.co](mailto:hr@lluk.co)