

LLUK – Annual Leave Request Process

1. Annual Leave Calendar 2026

We will be opening the 2026 leave request 'calendar' on Monday 1st December 2025.

Please do not raise any Connecteam holiday requests for 2026 before that date.

If you need confirmation of remaining entitlement for this year, please drop me an email - hr@lluk.co

2. Annual leave process

- A. You can choose when to take your annual holiday entitlement, except that you are expected to retain enough of your annual entitlement to cover the days over the Christmas and New Year period when your place of work may be closed.
- B. Any remaining leave entitlement, must be used in the relevant year, as there is no 'carry over' option into the following year.
- C. No more than 10 consecutive working days holiday can be taken at any one time.
- D. The smallest unit of holiday which can be taken is ½ day.
- E. All holiday arrangements must be discussed and agreed with Production Management/Company Director before bookings are made.
- F. The Company cannot be held responsible if holiday arrangements are booked and paid for without first getting approval.
- G. All holidays must be taken at times approved by Production Management or Company Director.
- H. Requests should be made using the Company's "Connecteam" holiday request app or Holiday Request Form. The Company will consider all holiday requests, however; the timing of all holidays is dependent on operational requirements and remains at the discretion of the Company.
- I. Once approval for holiday has been given, it will not normally be withdrawn unless business needs dictate.
- J. We will not consider unpaid absence requests unless there are exceptional circumstances.

- K. The Company reserves the right to refuse any request for holiday where the effective operation of the business may be affected.
- L. There is an informal arrangement regarding the number of staff from a team who can be absent on holiday at any one time.
 - Only one/two members of a team can be away on holiday/annual leave at any one time (depends on size of the team).
 - Please look at the Holiday Planner before you request any leave – make sure that no other member/s of your team has already booked their leave for the time you are looking to book.
- M. The Company will make every effort to meet the needs of new employees in respect of holiday commitments made prior to joining, provided these are communicated to the Company Director at the earliest opportunity and in any event no later than the week of joining.

Note: During the first 3 months of employment, holiday leave in excess of that accrued may not be taken without prior authorisation of the Company Director.

3. Required Notice Period

Failure to give the appropriate notice, or extending a holiday without prior approval, may be treated as a disciplinary matter.

Leave Request	Notice Period
1-2 days leave	5 working day's notice
3 or more days leave	28 working day's notice

Leave requests need to be submit via the Connecteam app for Manager review and consideration/approval.

Please do not book any holiday/leave before your request has been approved

- Please look at the Holiday Planner before you request any leave – make sure that no other member/s of your team has already booked their leave for the time you are looking to book.

4. Production Schedules

Now that we are a smaller overall team, we can only approve your new leave request(s) for periods where there is no other member of the team on approved leave. We need to manage effective Production schedules so it is important that teams are appropriately staffed. For annual leave purposes, the three distinct teams are:

- Production Machinists
- Production Hand Sewers
- QC/Logistics

5. 2026 Christmas/New Year Closure Dates

LLUK will be closed for the Christmas period Thursday 24th December 2026 – Friday 1st January 2027 inclusive so full-time working employees will need to **reserve 4 days** from their 2026 entitlement to cover the period (full-time employees joining on or before 1.1.26, pro-rata for part-time employees or joining after 1.1.26.):

Christmas/New Year 2026 closure dates

Monday, 21st of December 2026	Working day
Tuesday, 22nd of December 2026	Working day
Wednesday, 23rd of December 2026	Working day
Thursday, 24th of December 2026	LLUK Closed - Reserved day from your entitlement.
Friday, 25th of December 2026	Bank Holiday
Monday, 28th of December 2026	Bank Holiday
Tuesday, 29th of December 2026	LLUK Closed - Reserved day from your entitlement.
Wednesday, 30th of December 2026	LLUK Closed - Reserved day from your entitlement.
Thursday, 31st of December 2026	LLUK Closed - Reserved day from your entitlement.
Friday, 1st of January 2027	Bank Holiday
Monday, 4th of January 2027	LLUK Open - Return to Work