

## Staff Handbook – Holiday Entitlement

1. For salaried staff, your contract will stipulate whether you are entitled to 20 days (4 weeks) or 25 days (5 weeks) paid holiday each year. In addition to your holiday entitlement, you may take and be paid for the normal public and bank holidays of England.
2. For employees on a zero hour contract, holiday pay is accrued based on hours worked and is paid monthly.
3. For employees who work less than 5 days per week, holiday entitlement is calculated pro-rata to the number of hours and days per week that you work.
4. Where new employees have existing holiday commitments upon commencement of employment, these will normally be honoured. In these circumstances, as holiday entitlement has not been accrued, this will be taken as unpaid leave.
5. If, because of the needs of the business, you are required to work a normal statutory holiday, you will be entitled to a day off in lieu.
6. The holiday year runs from 1<sup>st</sup> January to 31<sup>st</sup> December. In each holiday year, entitlement accrues at 1/12<sup>th</sup> of the annual entitlement for each complete month worked.
7. In the first year of employment, workers are limited from taking more holiday than they have deemed to accrue.
8. Annual leave may not carry be carried over from one leave year to the next without written consent from the HR Manager. This will only be considered if holiday arrangements have been postponed at the request of the company, or that holiday. Under exceptional circumstances, unused holiday may only be taken as pay at the end of the holiday year subject to agreement by the management team.
9. All requests for holiday needs to be made to the operational manager through the staff portal.

10. Due to the nature of the clinic rotas, you are required to provide as much notice as possible of your holiday. Every attempt will be made to approve the leave you have requested based on the operational needs of the company.
11. Requests for more than 2 week's holiday at any one time, will only be approved in exceptional circumstances and once evaluated by the operations manager in the light of the current business needs.
12. Upon termination of your employment, you will be paid, in lieu, any unused holiday entitlement or be required to repay to the company pay received for your holiday taken in excess of your entitlement. Any due sums may be deducted from money owing to you. The company reserves the right to require you to take any unused holiday entitlement during the notice period.