

Introduction

The aim of this policy is to ensure employees of Greener Ealing Limited take regular breaks from work in the form of paid annual leave (holidays) to help manage a good work life balance.

Principles

Employees are expected to take their full leave entitlement each year and all requests will be authorised by their line manager fairly, promptly and consistently. subject to operational needs and reasonable notice.

Leave entitlement

The leave year runs from 1st March to 28th / 29th February each year. Standard entitlement for GEL employees is 24 days' annual leave plus bank holidays. Employees who are part time will have their annual leave entitlement calculated on a pro-rata basis.

Employees joining the company part way through the calendar year will have the leave entitlement for that year adjusted.

TUPE transferred employees will retain their contractual leave entitlements.

Annual Leave Process

GEL's standard annual leave process is as follows:

- Annual leave is requested on-line through iTrent self-service and needs to be authorised on-line by line managers.
- Employees must not book any holidays until leave has been approved on the booking system. Annual leave balances can be viewed, using on-line self-service.
- Other than in exceptional circumstances and with the prior approval of the line manager, employees can only use a maximum of 2 weeks' continuous annual leave.

Carrying forward annual leave

All leave should be taken within the leave year, however, a maximum of 5 days (pro- rata for part-time employees) may be carried over to the next leave year.

In exceptional circumstances, such as maternity leave, or COVID -19, employees may be authorised to carry over additional annual leave. Any leave to be carried out must be with authorisation from the operations manager.

Leavers

Any employee who leaves GEL should use all of their annual leave entitlement before their last day of service.

Where the employee has taken more leave than they have accrued at the time of leaving, they will be required to repay the cash value of the excess leave taken. This will be deducted from



Annual leave policy

the final pay. Alternatively, employees will be paid for any outstanding leave not taken for business reasons.

Revision Status

Revision	Date	Amendment	Content Owner	Mandated By
First Issue	5th July 2020		Bill Gilmour	Kevin O'Leary