PARAMOUNT SECURITY SOLUTIONS LTD

HOLIDAY POLICY

Purpose
The purpose of this policy is to set out the requirements relating to the entitlement and taking of annual leave.

The law
The Working Time Regulations provide that employees are entitled to a minimum of 28 days paid holiday per annum, inclusive of public holidays.

Holiday entitlement
The holiday entitlement for employees is as set out in their contract of employment.

Payment during holiday
Employees receive their normal pay on any days which are taken as part of their annual holiday entitlement.

Holiday year
The organisation's holiday year runs from January to December Employees should take their full holiday entitlement during that 12 month period.

Carrying holiday forward
Employees will not typically be allowed to carry holiday entitlement forward from one year to the next. However, in exceptional circumstances this might be allowed (for example when the employee is asked to cancel holiday booked towards the end of the holiday year due to business requirements). Even in exceptional circumstances, employees should always take a minimum of four weeks' paid holiday per year.

Specific rules apply if the employee is unable to take all holiday entitlement due to sickness (see below).

Booking of holiday
Employees should apply for holiday in writing to the Managing Director, using the holiday request forms which are available in site files. For any holiday of one week or more the employee should apply at least six weeks in advance of the proposed start of the holiday. For any holiday of less than one week the employee should apply at least three weeks in advance of the proposed start of the holiday.

The decision on whether to allow the requested holiday will be communicated to the employee in writing.

No employee should book a holiday until they have received confirmation that they will be allowed to take the holiday from work. The company accepts no responsibility for the loss of deposits or other monies if employees book holidays in this way.

If an employee takes time off when a holiday request has been rejected or has not been confirmed this will amount to gross misconduct and may result in dismissal.

The company reserves the right to require an employee to take holidays without prior notification and will exercise this right in a reasonable manner.

Cancellation of holiday
In rare circumstances the organisation might ask the employee to cancel previously agreed holiday due to business pressures. The employee has the right to refuse such a request, and will suffer no detriment as a result of any such refusal.

If the employee will incur any cost as a result of cancelling a holiday this should be discussed with the organisation before making the cancellation. The organisation might be prepared to meet the costs of any such cancellation.

Sickness during holiday
If an employee is unwell during a period of time that has been booked as holiday, the employer should be notified as soon as possible. The usual procedure for notification of sickness applies (see sickness absence policy). It is accepted that, if the employee is overseas during the sickness, it might not be possible to notify the employer immediately – but every effort should be made as soon as it is practicable.

Any days of sickness during a time of booked holiday may be counted as sickness absence, and not holiday leave. The employee may be entitled to take those days which form part of the statutory minimum holiday entitlement as holiday at another time which is convenient to the employer.

If the employee is unable to take the full holiday entitlement during a leave year due to sickness the employee may be entitled to carry some leave to the next leave year. This will normally be limited to a maximum of four weeks' holiday, subject to a deduction for any holidays which were taken during the leave year (including public holidays).

Holiday entitlement if an employee leaves during the holiday year
If an employee leaves the organisation during a holiday year, the holiday entitlement that the employee would have been allowed up to the date of leaving will be calculated on a pro-rata basis.

The company reserves the right to require an employee to take holidays during the notice period without prior notification.

If the employee has outstanding holiday entitlement at the date of leaving, the corresponding amount of money will be paid to the employee in the final salary payment.

If the employee has taken more than the pro-rata holiday entitlement at the date of leaving, this amount of money will be deducted from the employee in the final salary payment.

If the amount of holiday taken equates to more money than the final salary payment, the employee will not receive a final salary payment, but will not be required to pay back the additional amount to the organisation.

New starters
If an employee has a holiday booked before joining the organisation, s/he should make the organisation aware when accepting the offer of employment. This holiday will normally be allowed, but this might be without pay if the employee has not accrued sufficient holiday entitlement at this stage.

New starters will not usually be allowed to take any holiday during the first three months of their employment unless the holiday was already been booked, and it has been agreed that this can be taken.

Holidays during school holiday time
It is accepted that many employees have children at school, and hence want to take leave within the school holidays. Every attempt will be made to meet such requests, but the operational efficiency of the organisation has to be the highest priority.

Working on public holidays
If an employee is required to work on a public holiday s/he will be entitled to take a day's holiday in lieu. This day must be agreed with the Managing Director in the same way that all other holiday is agreed.

Family-related leave
When an employee is on maternity, paternity, shared parental or adoption leave, annual leave entitlement continues to accrue as normal. Annual leave will accrue at the statutory rate (28 days pro rata) when an employee is on parental leave. Employees are not required to take annual leave during family-related leave. Managers and employees should discuss suitable arrangements for taking holidays before and/or after a period of family-related leave.

Ed Githaiga
Managing Director
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