

Annual Leave Policy and Procedure

Company Name:	Education Placement Group (EPG) Limited and subsidiary companies including Supply Desk Limited, Teach In Limited and Qualified Schools Limited ('the Company')
Topic:	Annual Leave
Date:	May 2019
Version:	3

1. Policy Statement

The purpose of this policy is to ensure that annual leave is managed fairly and consistently across the Group, and to inform all employees of the procedure that must be followed when applying for annual leave.

2. Who is covered by the policy?

This policy covers all individuals working for the Company at all levels and grades, including senior managers, officers, directors, employees, contractors, trainees, homeworkers, part-time and fixed-term employees, and agency staff (collectively known as workers in this policy). Third parties who have access to EPG premises (such as consultants, contractors, customers and visitors) are also required to comply with this policy.

3. Personnel responsible for implementing the policy

- 3.1 Our board of directors (the board) has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. The board has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review to the HR Department.
- 3.2 Managers have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

4. Leave Application

- 4.1 All holidays must be authorised in advance by your line manager. In any event the period of notice you are required to give your manager in requesting holidays is double the duration of holiday requested.

- 4.2 Your line manager must approve all annual leave in advance. To request annual leave you must do so via the holiday booking system this will then go to your line manager for approval.
- 4.3 All requests must be made to your line manager at your earliest convenience, within reason and in light of current business needs.
- 4.4 If your leave application is refused, your line manager will notify you as soon as possible.
- 4.5 Where there are conflicting annual leave requests, priority will be given to the staff member whose request was received first, subject to business needs.
- 4.6 If you take unauthorised annual leave you may be subject to disciplinary action.
- 4.7 Except in exceptional circumstances you are not able to take more than 10 consecutive days' holiday at one time. Any requests for holidays or periods of unpaid leave of more than 10 consecutive days must be authorised in advance by your line manager.

5. Carrying forward leave

- 5.1 In exceptional circumstances where it has not been possible to take your full entitlement, a maximum of 3 days unused holiday entitlement may be carried forward to the next year with prior approval of the employee's regional manager. No payment will be made for unused holiday at any time other than the termination of employment.
- 5.2 Any such leave carried over must be taken by the end of February after the end of the annual leave year to which the unused holiday relates.

6. Christmas Period

- 6.1 We advise all operational employees to use annual leave to cover the period between Christmas and New Year. Your line manager will inform you directly on the branch plans over this period.

7. Religious Holiday

- 7.1 If you wish to observe religious holidays which do not coincide with Public Holidays, you must take annual leave or unpaid leave. Every effort will be made to accommodate such requests.

8. Late Return from Annual Leave

If you are returning late from annual leave for any reason you must inform your line manager as soon as possible and discuss revised arrangements. Failure to do so will refer the leave unauthorised and you may be subject to disciplinary action.

9. Sickness during periods of holiday

- 9.1 If you are sick or injured during a holiday period and would have been incapable of work, you may choose to treat the period of incapacity as sick leave and reclaim the affected days of holiday.
- 9.2 Employees already on sick leave before a pre-arranged period of holiday may choose to cancel any days of holiday that coincide with the period of incapacity and treat them as sick leave.

- 9.3 Company sick pay will only be paid for such days if you comply with our Sickness Absence Policy, including notifying your manager immediately of your incapacity and obtaining medical evidence, even if you are abroad.
- 9.4 Dishonest claims or other abuse of this policy will be treated as misconduct under our disciplinary procedure.
- 9.5 Long-term sickness absence and holiday entitlement
- 9.6 Holiday entitlement continues to accrue during periods of sick leave.
- 9.7 If you are on a period of sick leave which spans two holiday years, or if you return to work after sick leave so close to the end of the holiday year that you cannot reasonably take your remaining holiday, you may carry over unused holiday to the following leave year.
- 9.8 Carry over under this rule is limited to the four-week minimum holiday entitlement under EU law (which includes bank holidays), less any leave taken during the holiday year that has just ended. If you have taken four weeks' holiday by the end of the holiday year, you will not be allowed to carry anything over under this rule. If you have taken less than four weeks, the remainder may be carried over under this rule. For example, a full time employee who has taken two weeks' holiday plus two bank holidays before starting long-term sick leave can only carry over one week and three days.
- 9.9 Any holiday that is carried over under this rule but is not taken within 18 months of the end of the holiday year in which it accrued will be lost.
- 9.10 Alternatively you can choose to take your paid holiday during your sick leave, in which case you will be paid at your normal rate.

10. Termination of employment

- 10.1 On the termination of your employment you may be required to take the remaining balance of any outstanding holiday in your notice period. Where this is not possible this will be paid to you by the Company or, as the case may be, you will be obliged to repay to the Company any payments received by you in excess of your accrued holiday entitlement for that particular holiday year.

11. Term time and Holidays

- 11.1 In order to fulfil the needs of the business, annual leave for operational employees must be taken during school holiday periods, with the exception of 5 days annual leave during term time. This time cannot be taken as a block week. You can take a maximum of 3 consecutive days in one week. Term time holiday will not be authorised in the first week and last week of term. This is to ensure that branches are fully staffed at crucial business times. This does not apply to the Compliance Team, Head Office and Central Staff and Overseas employees.

12. Purchasing Annual Leave

- 12.1 All employees will be given the option to purchase additional annual leave. A maximum of 5 days can be purchased (pro-rata for part time employees), which will be repaid through monthly deductions from your salary. Please request the Buying Additional Leave Guidance Notes for details on how the scheme will work. Should you wish to apply, the application form at the back of the notes should be completed and

passed to your manager. Please consider the following restrictions when making an application for additional annual leave:

- 12.2 If you carried over annual leave from the previous year you will only be allowed to purchase the number of days that would take your allowance to a maximum additional 5 days. E.g. if you carried over 3 days, you can only purchase 2.
- 12.3 If you buy additional annual leave, it must all be taken this calendar year. You will not be allowed to carry it over to next year.
- 12.4 The repayments will be taken over 12 months from January – December.
- 12.5 All requests should be with the HR Department by 1 December in relation to the following holiday year.

13. Breaches of the policy

- 13.1 Breaches of this policy will be dealt with under Supply Desk Limited's disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.