

Holiday & Other Leave Policy

This Policy applies to all people employed by wholly-owned subsidiaries (100% shareholding) within the Pentland Capital Limited (PCL) and Pentland Group Holdings Limited (PGHL) groups of companies including Pentland Brands Limited employees. This Policy does not apply to consultants, agency workers or self-employed contractors.

Where a Pentland Subsidiary is incorporated or has its principal place business outside of the United Kingdom, or where employees of a Pentland Subsidiary are located outside of the United Kingdom, PCL and PGHL reserves the right to follow an alternative procedure in accordance with local practice or legislative requirements. This policy does not form part of your contract of employment and PCL and PGHL reserves the right to amend this policy at any time.

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Contents

Policy introduction..... 3

Holiday overview 3

 Part-time employees..... 3

 Requesting leave 3

 Maximum holiday length 3

 Carry over..... 3

 Bank holidays 4

 Long service awards..... 4

Buying additional holiday 4

 Buying holiday eligibility & overview 4

 Making a request 4

 Calculating holiday purchase 4

 Considering your request..... 5

 Bought holiday that isn't used 5

 Bought holiday if you leave the business..... 5

Sickness during your holiday 5

 Note on unauthorised absence..... 6

Policy introduction

This policy is designed to provide guidance on our approach to holiday leave that you may request during your employment with us, to ensure leave is managed fairly and consistently.

This policy applies to all employees, regardless of length of service, however this policy does not form part of any contract of employment, and it may be amended from time to time. The policy does not apply to contractors, agency workers or self-employed contractors.

We also encourage you to read your contract of employment for details of your specific holiday entitlement which you'll also be able to view on MyAccess.

Holiday overview

Our holiday year runs from 1st January – 31st December and is requested through our people portal MyAccess. If you work part-time, your holiday entitlement is calculated on a pro-rata basis. If you join or leave us part way through the calendar year, your holiday entitlement will be pro-rated based on your start or leave date. You must take the minimum statutory holiday each year; this is currently 28 days (working full time), including public & bank holidays.

Part-time employees

If you work on a part-time basis, you'll receive a pro-rated holiday entitlement according to the number of days or hours you work each week. To ensure all part-time workers receive an equal amount of holiday and Bank Holidays as full-time employees, your annual entitlement includes Bank Holidays. HR Services will pre book all applicable bank holidays for you in My Access each year (during in January) so you will be left with your entitlement minus bank holidays, to request leave as you wish. If you would not usually be working on a day that a bank or public holiday falls, you will not get this day back in lieu, as this is already factored into your total leave entitlement.

Requesting leave

We ask that you try and plan your holiday requests in advance so that your manager has time to plan to cover your absence and manage the team's workload. Your leave request may be refused if it conflicts with leave already booked by your colleagues, if there are work priorities or your absence would have a significant negative impact on the business so, please don't make any travel arrangements or bookings until your manager has approved your leave request.

Maximum holiday length

Typically, no more than 2 weeks holiday may be taken at any one time, however dependent on circumstances this can be flexible, we encourage you to discuss and agree with your manager.

Carry over

With your manager's approval, you may carry over a maximum of 5 days' holiday to the next holiday year (or weekly contracted hours if working part time), these days must be used by 31st March of the following year, otherwise the days may be lost. For holiday you're not able to take, no payment will be made in lieu unless you're leaving, have accrued leave, which you're unable to take by your leave date.

Bank holidays

You're entitled to paid leave for Bank and Public Holidays. If you're required to work on a Bank or Public Holiday, you'll receive time off in lieu to account for this.

Long service awards

Long serving employees are entitled to extra holiday. After 5 years' service, you'll receive an extra one day of holiday in the next holiday year. This award will increase by a further one day for each 5 years of completed service, up to a maximum of 30 days leave for 30 years of service.

Buying additional holiday

We recognise the role you play in the success of our company and the importance of your work-life balance. Our aim is to support you if you need to request additional holiday as part of our commitment to flexible and smart working.

Buying holiday eligibility & overview

You're able to buy up to 5 days of additional holiday subject to approval from your manager. These days would be in addition to your current holiday benefit of 25 days annual entitlement for full time employees (or pro-rated equivalent if you work part-time) and any carry over or long service days you have been awarded.

Each year there is a buying window for you to make a request to purchase holiday. The dates for this vary each year, these dates are communicated by HR Services in Q4 each year.

If your holiday purchase request is approved, from January the following year we will deduct monthly instalments from your salary over the next 12 months. The rate of deduction is fixed for the year regardless of any movement in your salary after 1st January.

We treat the deductions as a fixed negative earning via payroll, so they won't impact your gross salary for pension, bonus, and other benefits. You'll be able to see the deduction on your monthly payslip.

Please note that each new holiday year requires a new submission to buy additional leave; there is no automatic request roll-over from one year to the next.

Making a request

Here are the steps you need to take during the buying window;

- Talk to your line manager about your request
- Submit your request through MyAccess within the buying window ([Click here for a guide on how to do this](#)) the dates for this vary each year and will be communicated in Q4 via email.
- Once approved, your holiday balance will be updated from 1st January of the following year.

Calculating holiday purchase

You buy additional holiday in daily units. The daily unit is worked out by dividing your annual salary by 260 (this is the number of days worked in a year). To work out how much to deduct from your monthly salary, we multiply the daily rate by the number of days you want to buy and divide the total by 12.

The table below shows how we calculate this for full- and part-time workers.

Number of days worked per week	Calculation to work out monthly deduction
5	Annual Salary divided by 260, multiplied by the number of days bought, divided by 12 monthly instalments
4	Annual Salary divided by 208, multiplied by the number of days bought, divided by 12 monthly instalments
3	Annual Salary divided by 156, multiplied by the number of days bought, divided by 12 monthly instalments
2	Annual Salary divided by 104, multiplied by the number of days bought, divided by 12 monthly instalments
1	Annual Salary divided by 52, multiplied by the number of days bought, divided by 12 monthly instalments

If you work your hours flexibly over the week, i.e., different hours on different days, we calculate your deductions based on your hourly rate like this: Annual Salary divided by 52, divided by weekly hours = hourly rate

Considering your request

Although we'll consider applications fully and fairly, please note that your manager will review your request for additional holiday on a case-by-case basis. To considering the likely effect the leave might have on the business, the workload of your team, and the circumstances of your individual case. If your manager agrees to one person's request, this does not set a precedent or create a right for someone else to be granted the same or similar additional holiday.

Bought holiday that isn't used

If you don't take the additional holiday during the relevant holiday period (1 January – 31 December), you won't be reimbursed for this holiday. You can however carry over up to a maximum of 5 days holiday into the next holiday year.

Bought holiday if you leave the business

If you were to leave the business, we calculate what you have already paid for so far that year vs what you have taken of your bought holiday and refund any amount owing, where applicable, in your final payslip.

Sickness during your holiday

If you're unwell whilst on holiday, on a discretionary basis, we may agree for you to take part, or all of this leave as sickness absence, if medical evidence is provided (such as a fit note – provided by the doctor).

Similarly, if you fall ill prior to taking holiday and are unable to travel or continue with your plans, you may be able to cancel and re-book your holiday. This should be discussed with your manager and will be reviewed on a case-by-case basis.

If you're off work due to sickness for more than 1 week towards the end of the holiday year, and you still have statutory holiday to take, we may offer you the opportunity to take this period of absence as holiday rather than sickness absence. Again, this should be discussed with your manager and will be reviewed on a case-by-case basis.

Note on unauthorised absence

We trust our employees and believe in a flexible working environment to support work-life balance and the undertaking of both personal and professional commitments.

Being absent from work without proper notification is not ok and represents a fundamental breach of your contract of employment. If you are absent from work without your manager's knowledge and prior approval, you may be considered AWOL (absent without leave) and as such we may withhold payment for the unauthorised leave taken. This could result in an investigation, which in turn could result in referral to disciplinary. We want to avoid these circumstances where possible and encourage our employees to maintain open and honest communication with their manager with respect to their absence.