

Holidays Policy

This policy sets out our arrangements for staff wishing to take holidays (also known as annual leave).

This policy applies to employees and individuals that have a right to holiday set out in their contracts only. It does not apply to agency workers, consultants, self-employed contractors, volunteers or interns.

This policy does not form part of any employee's contract of employment, and we may amend it any time. We may also vary the policy as appropriate in any case.

Your holiday entitlement

The holiday year runs from 1st January until 31st December. If your employment starts or finishes part way through the holiday year, your holiday entitlement during that year shall be calculated on a pro-rata basis rounded up to the nearest half day.

The majority of holiday should be taken between April and September. Any requests for holiday from October to December should be submitted before the 1st September. Any leave requests after this time will only be considered in exceptional circumstances.

Holiday entitlement is set out in your employment contract and will usually be a fixed number of weeks or days a year. Part-time workers are entitled to a pro rata equivalent of the full-time holiday entitlement.

You may be required to take up to five days of your annual holiday entitlement at Christmas and over the New Year. These dates will be notified to you. In addition, you must take at least 10 days together as a main holiday.

For the avoidance of doubt, the leave you take in any holiday year shall be deemed to be the leave carried forward from any previous leave year, followed by any leave derived from regulation 13 of the Working Time Regulations 1998 (SI 1998/1833) then any derived from regulation 13A of those regulations and the remainder shall be deemed to be company annual leave.

Taking holiday

All holidays must be approved in advance by your manager. You should normally give at least one month's notice of holiday to allow planning of rotas or work schedules where necessary. You must not make travel bookings until approval has been given.

Due to the nature of the business there may be certain busy times when you will not be able to take holidays, these times will be advised. We also may require you to take (or not to take) holiday on particular dates, including when the business is closed, particularly busy or quiet, or during your notice period.

Carry over: General

Holiday entitlement must generally be used during the holiday year in which it accrues. You are encouraged to take your full holiday entitlement each holiday year.

Except as set out in this policy, any holiday not taken by the end of the holiday year will be lost and you will not be entitled to any payment in lieu.

Reclaiming holiday affected by sickness

If you are sick or injured during a holiday period and would have been incapable of work, or you have been signed off work before starting a period of pre-arranged holiday, you may choose to treat the

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period of incapacity as sick leave and reclaim the affected days of holiday. The reclaimed days of holiday may then be taken at another time.

Dishonest claims or other abuse of this policy will be treated as misconduct under our disciplinary procedure.

Alternatively, you may continue to treat the affected days as holiday and receive holiday pay at your normal rate.

Carry over because of sick leave

If you are unable to take your accrued holiday before the end of the holiday year because of a period of sick leave, you may carry over unused holiday to the following leave year.

Carry over because of sick leave is limited to four weeks in any holiday year, less any leave already taken during the holiday year. For example, if you have already taken two week's holiday you will only be able to carry over a further two weeks. This does not affect any other right to carry over holiday you may have under this policy. (This limit does not apply to part-year or irregular hours employees whose holiday is calculated as a percentage of hours worked.)

Any holiday that is carried over due to sickness must be taken within 18 months of the end of the holiday year in which it accrued otherwise it will be lost.

Carry over because of family leave

If you are unable to take your accrued holiday before the end of the holiday year because of a period of maternity, paternity (including bereaved partner's paternity), adoption, parental, shared parental, parental bereavement, neonatal care or carer's leave (referred to collectively in this policy as family leave), you may carry over unused holiday to the following holiday year. For the avoidance of doubt this covers your full holiday entitlement.

Where possible, if you are intending to take a period of family leave that is likely to last beyond the end of the holiday year, you should discuss your holiday plans with your line manager in good time before starting your family leave.

Any holiday that is carried over due to family leave must be taken by the end of the holiday year otherwise it will be lost

Holiday Buy Back Scheme (Field Based Staff only)

The Company offers the option to buy back up to five days of your annual holiday entitlement in each holiday year by prior agreement with a company Director. Employees will be legally required to take their statutory leave in line with working time regulations and therefore are able to sell a maximum of five days annual leave or the pro-rata equivalent for part-time employees.

All buy back requests must be submitted by the 31st July for the current holiday year entitlement. Any buy back requests made after this date will not be accepted and the requested days must be taken as annual leave.

Arrangements on termination

On termination of employment, you may be required to use any remaining holiday entitlement during your notice period. Alternatively, you will be paid in lieu of any accrued but untaken holiday entitlement for the current holiday year to date, plus any holiday permitted to be carried over from previous years under this policy or as required by law.