Holiday policy

This holiday policy sets out employees’ entitlements to annual leave and the RC Limited (in this document - Company) rules on taking annual leave. Under the Working Time Regulations 1998 (UK), employees are entitled to minimum 5.6 weeks of paid annual leave in each leave year. Regulations 13 and 13A create a right to paid annual leave of 28 days, expressed as "four weeks" and an additional "1.6 weeks" (including bank holidays and public holidays). I.e. each employee have a right to book 20 days of his annual leave during the Company’s holiday year at its own discretion regarding period or duration. Plus each employee will have five extra days after completing five years of work i.e. after first full year of work each employee will have an additional day up to the maximum – 5 extra days.

20 days of annual leave will convert into different entitlements for each employee dependent on their individual working arrangements. Individual contracts of employment will detail an employee’s personal entitlement. For example, 20 working days leave will, by the nature of their working week, convert to fewer days or hours of annual leave for a part time employee when compared to a full time employee. The pro-rata principle may also apply to other practical arrangements.

All leave must be pre-authorized by the Company. Taking leave without authorization will be considered a gross misconduct offence. Taking leave despite a declined request will be considered a gross misconduct offence. Gross misconduct offences may result in dismissal without notice. Further rules on booking leave from work are given below.

The Company’s holiday year runs from 1st of January to 31st of December.

Booking leave

Employees must give notice of their request to take leave. Applications should be sent to Galina Williams using the online [holiday request form](https://docs.google.com/forms/d/e/1FAIpQLSd8DpBraJGwssMyQwHcjsoBw9wIHoWmTr64IpFQqjAgHsC5Cg/viewform).

The following notice periods apply to employees when requesting leave are as follows:

Period of leave requested Period of notice required

A week or more (five days or more) 15 days

Less than a week (one to four days) 24 hours

Galina Williams will notify the employee in writing to confirm whether their request has been granted.

Public holidays

Due to the needs of the business, it may be necessary for an employee to work on a public holiday. Where this happens, employees will be entitled to take a day’s leave at another time in the leave year to be agreed with the line manager in accordance with business needs.

Holiday pay

During annual leave, employees will receive their normal pay.

New starters

During the first and the last year of work annual allowance is reduced proportionately. This reflects the proportion of time that employee worked during that year.

It is Company policy not to permit leave within 3 months of commencement of employment unless leave was pre-booked before employment commenced.

Holidays and sickness

The normal sickness notification procedures will apply to an employee when they are on leave and wish to reallocate the period of leave as sickness with the result that reconvened leave may be taken at another time in the leave year. Where the required notification is made, the Company may permit those days to be classed as sick days and equivalent time off taken as paid leave later in the leave year provide the leave falls within the statutory minimum entitlement. The days on which the leave is to be taken must be agreed with the Company.

Family leave

Employees may become entitled to either maternity leave, paternity leave, shared parental leave or adoption leave. Family leave is in addition to the employee’s statutory 20 days of annual leave.

Annual leave will continue to accrue during periods of family leave and, as part of a pre-leave meeting that will be arranged between the employee and their line manager, a discussion will take place covering the taking of annual leave around family leave.

Untaken annual leave

The Company encourages employees to use all of their leave entitlement each year so that they have the opportunity to rest. Employees should ensure they take at least four weeks annual leave in each leave year.

Ordinarily, untaken leave cannot be carried forward into the next leave year and will be lost. Approval must be sought from Gavin McCloskey if an employee wishes to carry forward any annual leave into the next leave year. The line manager has sole discretion to permit or decline this, subject to the provisions on sickness below.

Ordinarily, the Company will not permit payment in lieu of annual leave unless exceptional circumstances apply. In every case, payment in lieu of the statutory minimum entitlement will not be permitted.