

**VIAMED Ltd**  
**Company Personnel Manual**

**Section 4. Absence – Holiday Entitlement**

The holiday year runs from January to December, employees joining the company accrue paid holiday entitlement at the rate of 1.6 days per month. In a full year, the paid holiday entitlement is 20 days plus statutory public holidays. Holidays must be agreed with a member of management as early as possible, on a “First come – First Served” basis, *per Department*.

Between the Christmas and New Year holidays, it may not be necessary to have all employees working during these periods, therefore holiday leave at these times will be at the discretion of the management and where appropriate, will be on an “either / or” basis; and rotational between fellow employees on a yearly basis. For example, should you have extended holiday at Christmas, you may not be able to have an extended holiday at New Year. Additionally, in the following year the option of extended holiday may be offered to a colleague within your department on a rotational basis.

*A days notice needs to be given for booking a holiday. As much notice as possible should be given for any special requests. The same applies for working away requests, these need to be put on as soon as you are aware you need to work away, this means we can adjust the holidays accordingly.*

*On Christmas Eve and New Years Eve, unless something urgent has come up, staff will be allowed to leave at 1pm on both days. So when booking these as holiday only a half day is needed.*

Management will normally try to accommodate individual preferences for holiday dates, but the needs of the business may have to take precedence, particularly where inadequate notice is given.

The maximum holiday that can be taken at any one time is 10 days, i.e. two weeks leave.

Unused holiday entitlement cannot be carried over from one year to the next.

On termination of employment, holiday entitlement will be calculated to the nearest full month worked. If an employee has already taken holiday, which has not been worked for, any excess holiday pay will be deducted from the final salary.

To ensure that adequate cover is provided for each section within the company, *intrastats has a holiday clash system where it controls how many staff are off and to ensure we still have cover. Any deviation from this is at the discretion of management.*

Sections within the company:

*Main Sales Office*

*Sales Managers, Export and UK*

*Stock, Picking / Packing / Despatch*

*Workshops, Repair / Production / Q.A.*

*Marketing*

Should the needs of the company require so, holiday leave may be cancelled in accordance with the statutory notice requirements.

## **Holiday Requests**

*Holiday request should be submitted in intrastats and only taken when they have been authorised by a Director. This can be seen in the holiday booking section and Requested holidays that have been approved will show as Authorised.*

### **Half days holiday – leave and return times.**

*This is available in Intrastats in the Employee tab / Holidays/ When is my Half day.*