

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 & 2/3 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.

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.

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.

Requested Days Holiday	Notice Required
½ - 1	2 Days
1 ½ – 5	2 Weeks
6 - 10	4 Weeks

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, not more than one person from each section should be on holiday at the same time during normal periods of work. Any deviation from this is at the discretion of management.

Sections within the company:

UK Administration / Sales (internal / office based)
Export Administration / Sales (internal / office based)
Sales (field)
Stores, Picking / Packing / Despatch
Workshops, Repair / Production / Q.A.
Engineering / R & D

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 as follows, by using the Holiday Request form:

Department	Form Submission
UK Administration	Steve Nixon or Derek Lamb
Export Administration	Steve Nixon or Derek Lamb
Engineering / R & D	Steve Nixon or Derek Lamb
Sales	Steve Nixon or Derek Lamb
Stores, Picking / Packing / Despatch	Steve Nixon or Derek Lamb
Workshop, Repair / Production / QA	Michael Green, if not available then Steve Nixon or Derek Lamb

Holiday Request forms are available from the main office. Completed forms must be left in the appropriate tray in the main office.

Half days holiday – leave and return times.

When taking half days holiday i.e. for Dental, Doctors, Hospital appointments etc. the following table provides details of the time you leave work (taking afternoon off) or return to work (taking the morning off). Note - this table assumes that lunch has already been or will be taken in the employees' own time.

Hours of Work	Finish time – Afternoon off	Start time – Morning off
9:00 – 17:00	12:45	13:15
9:00 – 17:30	13:00	13:30
8:00 – 17:30 (extended hours)	12:30	13:00

Holiday Request Form

Date:	
Name:	
Department:	
Starting Date of Holiday:	
Date of Return to work:	
Number of Days holiday due before this request:	
Number of Days holiday requested:	
Number of Days holiday remaining:	
Approved by:	Steve Nixon <input type="checkbox"/> Derek Lamb <input type="checkbox"/>
Signed:	
Date:	