



### **Requesting Extended Periods of Annual Leave Procedure**

The Company Handbook states that no more than 12 consecutive working days holiday may be taken at any one time.

Employees who have completed 10 years' service, in special circumstances, may request extended periods of annual leave (An employee who is eligible to apply may request one occasion of extended leave in a three year period).

Extended periods of annual leave will only be considered if the correct Company procedure, as outlined below, has been followed:

- An **Extended Periods of Annual Leave Request Form** must be completed and submitted to your Manager.
- For extended periods of annual leave a minimum of 3 months' notice must be given.
- Requests for extended periods of annual leave of more than 12 consecutive days must be authorised in writing by a Director/ The Managing Director.

### **Restrictions on extended period of annual leave:**

- There is a **maximum** cap of 15 days on extended periods of annual leave
- Extended periods of annual leave will not be granted if someone has a live disciplinary on file
- Extended periods of annual leave will not be considered if the time requested is subject to the Company clash rule.
- Extended Holidays cannot be taken in the 5 working days preceding the 24th December and the 5 working days post the first day of work in January, unless agreed in writing by a Company Director

### **Refusal of extended period of annual leave**

In the event that the Company has to refuse a request of extended period of annual leave, because of business needs, the Company will not be responsible for any financial commitment undertaken by an employee, prior to authorisation being granted.

Employees are advised **not** to book holidays until their holiday request form has been authorised.

*\*For more information please contact the HR department*