

Spring Vale Site

### **HOLIDAY CLASH LIST**

The following guidelines apply to staff clashing with other members of staff for booking holidays.

Notice, one week for 1 to 2 days & four weeks 3 days or more.

- Office staff: no more than two are to be off at the same time and at management discretion.
- General Manager & Senior project manager to avoid each other & must have overlap of 2 days
- Senior project manager & assistant to avoid each other & must have overlap of 2 days
- Project Engineers maximum of two off
- Draughtsman's & Quality manager, maximum of one off
- Quoting team, maximum of one off
- Reception team, maximum of one off
- Purchasing team, maximum of one off
  
- Days Foremen, maximum of one off
- Days Foremen & charge hands, maximum of two off
- Store man & Temporary Store man, maximum of one off
- Store man & Drivers, maximum of one off
- Welders & charge hands, maximum of four off
- Fitters, maximum of one off
- Apprentices, maximum of two off
- Production assistants, Labourers & Drivers, maximum of two off
  
- Nights Foreman & charge hands, maximum of one off
- Nights Welders & charge hands, maximum of one off

# WELDING ENGINEERING

Spring Vale House, Spring Vale Road,  
Darwen, Lancashire BB3 2ES.

Tel: 01254 773718 Fax: 01254 700252

Email: [info@welding-eng.com](mailto:info@welding-eng.com)

Web Site: [www.welding-eng.com](http://www.welding-eng.com)