

Holiday Policy

This holiday policy sets out your entitlements to annual leave and the Company rules on taking annual leave. Under the Working Time Regulations 1998, you are entitled to a minimum of 5.6 weeks of paid annual leave in each leave year. This entitlement includes public holidays.

5.6 weeks 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, 5.6 working weeks' 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.

We offer holiday entitlement above the statutory minimum.

The Company's holiday year runs from January to December.

Authorisation

All leave must be pre-authorised by the Company. Taking leave without authorisation 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.

Booking leave

You must give notice of your request to take leave. Applications should be made through the HR System, for your Manager to review.

The Company requires you to give at least twice the amount of notice than the amount of leave you wish to take, e.g. 2 days leave requires 4 days' notice and 2 weeks leave requires 4 weeks' notice.

The HR system will notify you in writing to confirm whether your request has been granted.

You should not make any firm travel or accommodation arrangements until you have received written confirmation that your request for leave has been granted. There may be circumstances where the Company cannot grant the request, such as operational/staffing requirements. The Company is not liable for any loss incurred, such as lost deposits etc. where those costs and commitments have been made prior to receiving confirmation.

There may be more requests than usual for leave that coincides with school holidays/half-terms, due to the number of employees with children of school age. The Company will make every effort to accept as many of these requests as possible but has to have regard to its operations and ensuring there is sufficient cover for all work to be undertaken, considerations which sometimes need to take priority over granting leave requests.

We understand that unexpected events can arise that mean you have to change your plans, which can have a knock-on effect for your booked leave. Requests to cancel pre-booked annual leave should be made through the HR system. Whilst we will always try to accommodate the needs of our employees, it is sometimes necessary to balance the needs of the business as a whole against those of individual employees, including the considerations of arrangements that have already been made to cover your work during that time. Cancellation requests therefore may be authorised by your line manager at their discretion, taking into account your individual circumstances and the needs of the business, but HR and Senior Management reserves the right to refuse your request if the cancellation would have an adverse effect on the business.

Company requirements

The Company operates an entire shutdown each year over the Christmas period and requires all employees to take annual leave to cover this period. This period is in addition to your annual leave entitlement.

The Company may ask an employee to cancel any previously agreed leave. There may be various reasons for this, such as operational or staffing issues, or business commitments that require the employee's presence. The Company recognises the inconvenience that this may cause an employee and, therefore, understands that the employee may refuse this request.

The Company will make a decision on whether, where the cancellation is agreed and the employee suffers a financial detriment, e.g. lost deposits etc. the employee is to be reimbursed.

Public holidays

The Company closes all operations for recognised public holidays.

Holiday pay

During annual leave, you will receive your normal pay.

New starters and pre-booked leave

During the recruitment process, prospective employees may be asked whether they have any leave booked that would take place after commencement of employment. If the individual is recruited, the Company will normally allow such leave to be taken.

The rules on accrual of annual leave may mean that you have not, at the time that leave is to be taken, accrued enough leave entitlement to cover your holiday. In this case, your line manager will agree with you how any time off in excess of accrued leave will be covered.

Holidays and sickness

The normal sickness notification procedures will apply when you are on leave and wish to reallocate the period of leave as sickness. Where such notification is received, 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 provided the leave falls within the statutory minimum entitlement. The days on which the leave is to be taken must be agreed with the Company using the usual approval process.

If you are on an overseas holiday when you fall sick, you should contact the Company as soon as reasonably practicable.

Family leave

You may be entitled to either maternity, paternity, adoption or shared parental leave, or other such leave in relation to your family/dependants. Family leave is in addition to the employee's statutory 5.6 weeks 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 you and your line manager, a discussion will take place covering the taking of annual leave around family leave.

If you are absent due to either maternity, paternity, shared parental, parental bereavement, adoption or parental leave, any leave accrued in an annual leave year that has not been taken due to your absence on this type of leave will be carried over into the next annual leave year.

Untaken annual leave

The Company encourages you to use all of your leave entitlement each year so that you have the opportunity to rest. You will be given reasonable opportunity to take your leave and you should ensure you take at least four weeks' annual leave in each leave year.

Untaken leave equal to the equivalent of one working week will automatically be carried over into the next holiday year. This leave should be used by the end of March. If you do not use the carried over leave by the end of March, you will lose it and it will be deducted from your holiday allowance.

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.

Untaken leave due to sickness absence

If sickness means that you cannot take your full leave entitlement in a leave year, you may be able to carry forward some of the leave. This is limited to a maximum of four weeks' leave, minus any leave already taken and can be carried forward up to a maximum of 18 months following the end of the leave year in which it was accrued.

Termination of employment

When employment terminates part way through a leave year, your leave entitlement will be recalculated on a pro rata basis. This will determine the amount of leave you would be entitled to, for the period of service during the leave year.

Any outstanding leave accrued but untaken will be paid to you in your final pay. This is subject to the right of the Company to enforce you take your outstanding leave during your notice period. Otherwise, the amount due for outstanding leave will be added to your final pay.

If you have exceeded your pro rata entitlement to holidays at the time you leave your employment, this will be classed as an overpayment and an amount to cover this will be deducted from your final pay, subject to the maximum that your final pay permits.

Birthday annual leave

You are able to book your birthday as annual leave without it being taken from your normal annual leave entitlement. This is subject to approval from your line manager.

If your birthday falls on a weekend, bank holiday or a day that it isn't feasible for you to take due to business needs, you can book the additional day within a week either side of your birthday.

Buying holiday

The Company offers you the opportunity to buy annual leave entitlement. The below sets out the process for this, this is a non-contractual arrangement and therefore there is no contractual right to buy or sell holiday.

Decisions to buy annual leave are made solely by you and the Company will not require, or encourage, you to buy additional annual leave.

Buying holiday means that you 'pay for' extra days of annual leave so that your entitlement is increased, and your pay is deducted by an amount of money equivalent to the worth of the days 'bought' based on your basic annual salary.

This is done through a Salary Sacrifice Agreement. A salary sacrifice agreement must not reduce your earnings below National Minimum Wage. If this does happen, you will not be entitled to buy annual

leave.

You may buy a maximum of one working week worth of days, capped at 5 days leave per leave year. You can only submit a request to buy additional annual leave once a year. You must be in employment during the holiday buying period which is during November each year.

You must submit your request by emailing hr@techpoint.co.uk. Once approved, an agreement of terms detailing the deduction schedule will be sent to you for acceptance. The leave will be added to your total leave entitlement at the start of the next holiday year, and deductions will begin in January payroll.

If you leave employment during the holiday year you have bought leave for and you have not used the leave, a refund for all deductions of the bought holiday will be made.

The amount a day of holiday is valued at will be based on your basic annual salary at the time the request to buy or sell holiday is made.

Retracting a request

You may change your mind about a decision to buy annual leave through the salary sacrifice arrangement which has already been approved and accepted. This can be done at any time if you have a significant change in your personal circumstances. You should make the request in writing, to HR, setting out:

- The details of the request already authorised
- The changes you would like to make
- The reason for the change

Your request will be given full consideration and if approved you will receive a refund for all of the deductions for the bought and unused holiday.