

ANNUAL LEAVE PROCEDURE

Statement:

Complete Tree Care encourages all employees to take their full annual leave entitlement each year for the purposes of good health, well being and job satisfaction. However, to ensure the taking of leave does not have a negative impact on the operation of Complete Tree Care the procedures detailed below shall apply.

Procedures:

Employees are entitled to 28 days annual leave (a set out in section 11 of your Statement of Particulars) per annum including bank holidays for each full year worked. In the holiday years of commencement and termination of this employment, holiday entitlement shall accrue at the rate of 2.33 days per month (pro-rated where necessary). Periods of absence or unpaid leave shall not accrue annual leave entitlement.

For the purposes of calculating entitlement to paid leave, the leave year commences on 1st January. Employees cannot take more than the amount of paid leave which has accrued at the date the leave commences - unless agreed with the Director.

Payment for annual leave shall be at the rate of pay for normal hours only, no allowances or bonus will be paid.

Annual leave shall be taken at a time or times agreed with your manager or the director. To make an annual leave request the Leave Request Form should be completed and given to the manager or director in person. Requests by email, text or WhatsApp shall not be considered.

DO NOT BOOK FLIGHTS, ACCOMMODATION OR OTHER ASPECTS OF A HOLIDAY UNTIL YOUR LEAVE REQUEST IS AUTHORISED.

Authorisation shall not be given to take paid leave at the same time as more than two other employees in the company or when there is a specific work requirement. The manager or director's decision shall be final.

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