

# HOLIDAY

# ENTITLEMENT

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Section A – Contractual Policy

# Holiday Entitlement

The holiday year runs from 1 January to 31 December. Your entitlement to holiday is set out in your contract of employment.

LSH are committed to rewarding and motivating their colleagues, your holiday entitlement will increase as follows based on your length of service with us:

## Senior Surveyor Level and below:

	Holiday Entitlement (days)
Service on Commencement	25
2 Years	26
4 Years	27
6 Years	28
8 Years	29
10 Years	30

## Associate Director Level and below:

	Holiday Entitlement (days)
Service on Commencement	27
2 Years	28
4 Years	29
6 Years	30

### **How to Apply for Leave:**

To apply for holiday leave, you must complete and submit a holiday request via E-Days (your online absence portal) at least 10 days before your intended holiday which must be authorised by your Line Manager.

- No more than two weeks' holiday may be taken at any one time

### **Joining Part Way through the Holiday Year:**

If you join LSH part way through a holiday year, you will be entitled to a proportion of your holiday entitlement based on the period of your employment in that holiday year. Your entitlement during the first year is calculated monthly in advance at the rate of one-twelfth of the full year's entitlement.

### **Carry Over Rules:**

Except where an employee is absent on long-term sick leave, all holiday must be taken during the holiday year in which it is accrued. In exceptional circumstances a maximum of five days may be carried over from one holiday year to the next but this can be done only with the prior written approval of your Line Manager. In this case, any holiday carried over must be taken no later than 31<sup>st</sup> March.

### **Holiday Pay:**

Holiday pay is calculated on the basis of the employee's current rate of pay.

There will be no payment in lieu of any holiday not taken (except on termination).

### **Public and Bank Holidays:**

LSH recognises the public/bank holidays for England & Wales, Scotland and Ireland. All recognised public and bank holidays are permitted as paid holiday in addition to the annual holiday entitlement specified above. The exact dates of public and bank holidays will be updated on the E-Days portal to all employees at the start of each holiday year.

**Policy Owner: Group HR**  
**Review Date: 01 August 2019**



Part Time employees will receive a pro rata allocation for Bank Holidays. When a bank holiday falls on their normal working day, a day's leave will be deducted from their entitlement.

### **Holiday pay on Termination of Employment:**

If you leave LSH part way through a holiday year, you will be entitled to be paid for any accrued but unused that has not been taken by the date of termination.

However, LSH reserves the right to require the employee to take any outstanding holiday entitlement during any period of notice, whether such notice is given LSH or by the employee.

If, on the date of termination, you have taken paid holiday leave in excess of your entitlement, you will be required to reimburse LSH (by means of deduction from salary if necessary) in respect of such holiday.

### **Sickness during Holiday**

If you are sick or are injured while on holiday, LSH will allow the employee to transfer to sick leave and take replacement holiday at a later time. This is subject to the following conditions:

- The total period of incapacity must be fully certificated by a qualified medical practitioner [where it exceeds seven days].
- You must contact your line manager (by telephone) as soon as you know that there will be a period of incapacity during a holiday.
- You must submit a written request no later than 10 days after returning to work setting out how much of the holiday period was affected by sickness and the amount of leave you wish to take at another time.
- If you are ill whilst overseas, evidence must still be produced by way of a medical certificate

If you fulfil all of the above conditions, LSH will grant you the same number of days' replacement holiday leave as the number of holiday days lost due to sickness or injury.

If you are ill or injured before the start of a period of planned holiday, and consequently unable to take the holiday, LSH will agree to the postponement of the holiday dates to another mutually agreed time. Any period of sickness absence will then be treated in accordance with LSH's normal policy on sickness absence. You must submit a written request to postpone the planned holiday, along with any documentation required under the sickness absence policy.

You must request to take any replacement holiday in accordance with the normal holiday policy, and should endeavour to take the replacement holiday in the same holiday year in which it was accrued. However, where you have good reason for not being able to do so, LSH will allow you to carry that leave forward into the next holiday year. You will be required to take all or part of the replacement holiday on particular days and we are not required to provide you any minimum period of notice to do this, although we aim to provide reasonable notice.

### **Holiday entitlement during Sick Leave**

If you are absent due to sickness you will continue to accrue your full statutory holiday entitlement. If you are on sick leave you may apply to take your accrued holiday entitlement. The holiday dates must be approved in accordance with this policy.

### **Special Contractual Arrangements**

Please note that certain individuals may have protected contractual holiday arrangements and these will be maintained unless advised otherwise.

The maximum holiday entitlement within LSH is 30 days per annum.

Should you have any questions regarding annual holiday entitlements please contact HR Operations.