

Holidays and Leave

Holidays

Your holiday entitlement

Your holiday entitlement is set out in your contract of employment.

Our holiday year

The holiday year runs from 1 February to 31 January. The aim for holidays is to provide you and us with a flexible approach to holidays, whilst still enabling us to meet the business needs.

Our holiday entitlements

In addition to public or statutory holidays in the Isle of Man or England and Wales (as applicable).

If you commence or terminate employment partway through a holiday year, your holiday entitlement will be on a pro-rata basis rounded up or down to the nearest half-day for each completed week of employment during that holiday year.

If you terminate your employment, you shall be entitled to be paid for any outstanding holiday entitlement but shall be required to repay any salary received for holidays taken in excess of your actual entitlement, which shall be calculated pro-rata up to each completed week of employment.

Should any of the above days fall on a Saturday or Sunday the holiday will be taken on the next normal working day. In accordance with your specific contract of employment you may be required to work on a public/statutory holiday.

Our procedure for requesting holidays and other leave

All holiday requests will be considered on a 'first-come first served' basis. In order to assist with operational planning, where possible, it is recommended (although not obligatory) that you initially submit requests to your line manager, for holidays of 5 working days or more that you wish to take during the holiday year, as soon as practicable following the beginning of each holiday year.

- Requests for holidays of more than 2 working days should, if possible, be made at least 10 working days in advance.
- Requests for holidays of up to 2 working days should be made, if possible, at least 5 working days in advance.

Our Guidelines for requesting and taking your holidays

- We will try to co-operate with your holiday plans where possible, but this is always subject to business requirements.
- When dealing with competing requests for holidays, we reserve the right to introduce or apply a first come, first served measure, and a review of previous holidays requests

at similar times as a fair criterion for selection. This is more likely to be the case during periods of high demand, such as during the summer.

- If you are absent due to long-term incapacity, you are encouraged to take your accrued holiday entitlement before the end of the holiday year.
- In order to ensure operational efficiency and avoidable risk, there may be a limit to the number of employees able to take holiday at any one time. This limit will be determined by your line manager as may be required from time to time.
- If after a period of holiday your return to work is delayed because of adverse weather conditions, technical difficulties or cancellations by airline/shipping services, a further deduction of holiday entitlement may be incurred, subject to review by your line manager, based on the circumstances.
- Where your holidays have been approved, we still reserve the right to cancel it (and will not be obliged to give you any minimum notice of cancellation) where it is necessary to meet the urgent business needs. However, in this case, not only will the relevant period of holiday be reinstated back into your annual holiday entitlement but also you will be reimbursed for any direct financial losses you sustain as a result, such as the cost of any pre-booked holiday which has to be cancelled in relation to you and any immediate members of your family, which for these purposes includes your spouse, civil partner, partner and any dependent children. You will be required to provide evidence of such cancellation costs, and we will not reimburse any other third-party travel companions (other than those specified above) should they choose to cancel their holiday as a result of your non-attendance.
- To book your holidays, you must use the Access XD HR system. The request then needs to be approved by your line manager.