

# Holiday Policy

# 1. Policy Statement

It's important that you think about your wellbeing and make sure that you have rest time so you're at your best when you're at work. Taking holiday is an important part of us enjoying life's everyday moments. This policy tells you about your entitlement and how to book holidays.

This process is non contractual and may be changed in the future. If you have any questions about it, please contact HR Services.

## 2. Policy Owner

The policy is owned by the Director of Reward & HR Services, Kevin Blake.

## 3. Who does it apply to?

This policy applies to anyone with a GB contract of employment.

## 4. Policy Detail - What do I need to know or do?

It's important that you speak to your manager as early as possible to discuss your plans before incurring any travel/reservation costs as there may be times when your manager has to say no due to business reasons; if they do you should talk about other options.

### Holiday Entitlements

Each year we'll give you a holiday entitlement to take between 1st April and 31st March. If you work full time and standard hours this will be 25 days plus bank holidays. You'll be paid as normal when you're on holiday. If you get your manager's approval and take at least 28 days off each year (including bank holidays) you have flexibility to change your entitlement

Flexibility option	What you can do
Holiday entitlement	You can carry over up to 5 days to the next holiday year (carry over is automatically done).
My Choice	You can buy up to 10 days or sell up to 5 days through My Choice

If you work part time, pro-rata calculations will apply to your holiday entitlement it will usually be in hours. We factor bank holiday entitlement into the pro-rata calculation (i.e. x/5 of 8). If you work shifts your entitlement will be calculated in shift holidays. If you work annualised hours your holidays (including bank holiday entitlement) are usually included in your rota and you may not be able to change this through My Choice.

If you join us part way through the holiday year your entitlement will be calculated from your start date up to 31st March. If you leave Britvic, your holiday entitlement will be calculated up to your last day of employment. If you've taken more holidays than your accrued entitlement then we'll recover the extra days from your final pay, if you've taken less, we'll pay you the difference.

### **Booking Holidays**

It's your responsibility to plan and book your holidays regularly throughout the year. If you've got more days left at the end of the holiday year than the maximum carry over quota, you'll lose these - so make sure that this doesn't happen!

Before you incur any travel/reservations costs, you need to get your managers approval and book your time off using the right booking system before your holiday happens. The maximum amount you can normally ask for in one go is 2 weeks with a minimum of half a day. In special circumstances your manager may agree to more.

You need to give as much notice as possible and be aware that your manager might not be able to agree to requests at short notice. Your manager should let you know how they'll look to manage holiday requests at popular holiday times (e.g. public and religious holidays, school holidays), if you're not sure then ask them!

We normally close our offices on bank holidays. You won't need to book the day off as it's included in your holiday entitlement. If you work in supply chain or a customer facing role you may need to work on bank holidays, your manager will discuss this with you.

### **Bank Holiday Entitlement**

If you have a bank holiday entitlement and would like to work a bank holiday so you can take off an alternative day instead (to celebrate a religious festival of your choice or another day of interest to you); we would like to provide you with this flexibility. Please discuss your plans with your manager who will review your request.

You need to give as much notice as possible for this type of change and you should be aware that your manager might not be able to agree to requests at short notice. Your manager should let you know how they'll look to manage these requests; if you're not sure then ask them!

Depending on your request and location of work, there may be times when your manager has to say no due to business reasons. If they do, you should talk about other options that may be available to you.

### **Changes To Your Holiday Plans**

If you need to change your holiday plans speak to your manager as soon as you know.

We want you to take the holidays that you've agreed with your manager but if something happens and we need you to work we'll make sure that you get your holidays added back to your entitlement.

In exceptional circumstances we may recompense you the costs you've incurred due to the cancellation. This must be authorised by your manager and a Band E manager or above.

If you fall sick when you're on holiday we may give you your holidays back and treat your time off as sickness instead. You must give us a fit note that covers the whole period of sickness within 2 weeks of your holiday.

If you're delayed on holiday and can't return to work as planned, you need to speak to your manager as soon as possible. You'll need to show them that your delay was unforeseen and unavoidable.

Your manager may agree to you taking the additional time as holiday or ask you to make the time up when you return to work. We recommend that you keep in touch with your airline/travel company/personal travel insurance provider. If you need it, we have our Employee Assistance Programme which gives you free and confidential advice and support.

## **5. Policy breach and consequences - What happens if I don't follow it?**

If you take time off without your manager's approval this will be treated as unauthorised absence. If you do not meet the obligations we've set out in this policy, it could affect your Britvic Values and Ways of Working rating on myPerformance and if not resolved, could become a disciplinary matter.

## **6. Related Documents**

The following related documents can be found on our [Policies and Disclosure](#) page on Focus:

- Time Off Policy
- Family Leave Policy
- Sickness Absence Policy
- Britvic Standard Terms and Conditions of Employment