

Annual Leave and Public Holiday Policy**1. Policy Statement**

Keltech recognises that employees need time off from work for rest and relaxation. We are therefore committed to meeting our legal obligations in this area and to ensure that all employees enjoy the benefit of their annual leave and public holiday entitlements.

2. Purpose

- 2.1. To outline employee entitlements in relation to annual leave and public holidays.
- 2.2. To provide clear guidance on the procedures that must be followed when applying for annual leave.

3. Scope

This policy applies to all employees of Keltech unless otherwise agreed in writing.

4. Responsibilities

- 4.1. Employees are required to familiarise themselves with and adhere to the provisions outlined in this policy.
- 4.2. Supervisors/Managers are responsible for ensuring all employees comply with the terms of this policy.
- 4.3. The HR Manager is responsible for ensuring consistent application of this policy and providing advice and support to supervisors/managers regarding the monitoring and management of this policy.

5. Entitlement**5.1. Annual Leave**

- 5.1.1. All Full Time employees are entitled to 20 days annual leave in each leave year in addition to nine official public holidays.
- 5.1.2. Part Time employees will have their annual leave entitlement calculated on a pro rata basis based on their working hours.
- 5.1.3. Employees joining or leaving the company during the leave year will also have their annual leave calculated on a pro rata basis.
- 5.1.4. The Company's annual leave year runs from January 1st to December 31st each year.

5.2. Public Holidays

- 5.2.1. There are nine official public holidays each year as follows:
 - 5.2.1.1. New Years Day (January 1st)
 - 5.2.1.2. St Patricks Day (March 17th)
 - 5.2.1.3. Easter Monday
 - 5.2.1.4. First Monday in May

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- 5.2.1.5. First Monday in June
- 5.2.1.6. First Monday in August
- 5.2.1.7. Last Monday in October
- 5.2.1.8. Christmas Day (December 25th)
- 5.2.1.9. St Stephens Day (December 26th)
- 5.2.2. Employees should note that Good Friday and Christmas Eve are not public holidays and therefore time off on these days must be approved in line with normal annual leave procedures and will be deducted from an employee's annual leave balance as normal.
- 5.2.3. Full Time Employees
 - 5.2.3.1. All full time employees are automatically entitled to public holiday benefits.
- 5.2.4. Part Time Employees
 - 5.2.4.1. Part Time employees who have worked at least 40 hours in the 5 weeks prior to the public holiday are entitled to public holiday benefits.
 - 5.2.4.2. If the public holiday falls on a day which a part time employee does not normally work, then they are entitled to one fifth of the normal weekly rate of remuneration in respect of the public holiday or the equivalent time off.
- 5.2.5. The Company reserves the right to require an employee to work on a public holiday. In such instances the employee will be remunerated accordingly.

6. Requesting Annual Leave

- 6.1. The timing and approval of all requests for annual leave must be agreed with the employee's supervisor or manager in advance through submission of a holiday request form (Appendix 1), and must be taken at times suitable to the organisation.
- 6.2. The following notice is required when applying for annual leave
 - 6.2.1. One days annual leave – 2 days notice
 - 6.2.2. Two days annual leave – 1 weeks notice
 - 6.2.3. Three days annual leave or more – 4 weeks notice
- 6.3. Annual Leave is granted on a first come first served basis. Supervisors/Managers will refuse annual leave requests where it would result in inadequate cover in a particular department.
- 6.4. All annual leave is approved at management discretion. While every effort will be made to accommodate an employees request for annual leave, there may be instances where the needs of the business need to take precedence.
- 6.5. In instances where the company cannot facilitate annual leave at the time requested, both the supervisor/manager and employee should attempt to mutually agree a suitable alternative time for the leave to be taken.
- 6.6. Employees who take annual leave that has not been approved will be subject to disciplinary action.

7. Company Shutdown Periods

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- 7.1. Employees are required to reserve annual leave for designated periods of company shutdown.
- 7.2. Any shutdown periods will be communicated to all employees as early as possible in the leave year.

8. Carryover of Annual Leave

- 8.1. It is company policy that all Annual Leave entitlements must be taken in the leave year to which it pertains.
- 8.2. Carryover of annual leave from one leave year into the next is only permitted in exceptional circumstances and must be authorised in advance by your supervisor/manager and the HR Manager.
- 8.3. Carryover of annual leave will be restricted to a maximum of 7 days. Such leave must be taken within the first six months of the new annual leave year.

9. Arrangements on Termination of Employment

- 9.1. If an employee is leaving the company and has accrued more annual leave than they have taken, the balance will be paid to the employee at their current rate of pay in their final pay.
- 9.2. If an employee is leaving the company and has accrued less annual leave than they have taken, the relevant balance will be deducted from their final pay. If there are insufficient funds to make such a deduction, alternative arrangements will be made.
- 9.3. Payment in lieu of annual leave will not be made unless the employment relationship is terminated, and the employee has outstanding accrued annual leave.

Appendix 1:

<u>Holiday Requisition Form</u>					
Name _____			Today's Date _____		
Please write date(s) required in boxes below					
Month _____					
Days	M	T	W	T	F
Date					
Date					
Signature (supervisor/manager) _____					