# Standard Holidays

The standard holiday allowance is 25 days in each calendar year plus Public Holidays defined by local legislation or practice.

The holiday year runs from January to December of each year, and all employees are encouraged to take holidays to ensure an appropriate balance between work and time off.

# Flexibility

To ensure that a healthy balance of holidays is always taken, but also to provide flexibility, employees can increase or decrease the amount of holidays they take in a year.

At any time during the year, and more than once per year, employees can choose to sell back unused days up to a maximum of 10 days per year, or request additional unpaid leave of up to 10 days.

Any agreements must be confirmed by email from the employee's manager to HR and Finance at the start of the month in which the payment is to be made.

Alternatively, employees may carry over up to 10 unused days until 31 March of the following year, subject to authorisation by their Manager. At that point, any unused days may be sold, and payment made in April payroll.

Public and personal holiday days can be interchanged during any calendar year.

# Holiday Booking

Holidays are booked through the Intranet Holiday Request Database, and authorised by the Manager.

The employee and manager have a shared responsibility to ensure that holiday arrangements do not compromise business or client service.

# Extended Leave

Employees who have at least 2 years' continuous service may apply for a period of unpaid extended leave, up to a maximum of 52 weeks. The employee should make an initial request in writing to their Manager, setting out the reasons for wanting the leave, the likely duration and their intention to return. Ultimate authorisation will be made by the Head of Business Unit. Futher details are available from HR.