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Holiday Request Procedure

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[This procedure is property of Smulders, Hoge Mauw 200 – B-2370 Arendonk]

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Smulders Projects UK Limited, hereinafter referred to as the Company, has set out the following procedure regarding annual leave requests.

Annual leave 'holiday' entitlement allows workers to take time off work to rest and recuperate. The Company would therefore remind you of the importance of using your holiday entitlement and the benefits this has on motivation and achieving a work-life balance.

1 Purpose

This procedure provides workers and line management with information on the availability of annual leave from work, with pay for those eligible, and also provides a framework for the submission and consideration of holiday requests.

2 Scope

The Company encourages all workers to take their holiday entitlement, where applicable, to support them in achieving a work-life balance.

The provisions of this document applies to PAYE workers including those directly employed by Smulders Projects UK or engaged via an agency or subcontracting company, albeit details of the procedure itself for requesting holidays may differ, as described below. If you are a direct employee working on site or seconded to work in the UK, your entitlement will be in line with your contract of employment, but the principles of this procedure should be observed. Otherwise, you should refer to your terms with the agency for details of your holiday leave entitlements.

3 Definitions

For those engaged directly as an employee of the Company the holiday year runs from 1st January to 31st December.

4 Procedure

All workers, paid on a PAYE basis, on site (including sub-contractors and agency workers) get a minimum of 20 days' holiday plus 8 public/bank holidays a year. This is based on full time hours over a full year of service. Where your employment or engagement starts part way through the year or you work part-time hours, your entitlement will be on a pro rata basis. For example, if you only have 6 months' service and work full time hours you will get half of the basic annual entitlement, including a pro-rata amount of public/bank holidays. If you are uncertain about your entitlement, please contact the Company HR department or the agency you are engaged through, as applicable.

4.1 Direct employees

The following section is only relevant if you are employed by the Company (direct employee):

The Company does not allow any unused holidays to be carried over to the following year, unless there are extenuating circumstances which meant an individual was unable to take all/part of their entitlement within the correct calendar year.

It is important that you do not book holidays, hotels and flights prior to having your annual leave request granted in the event it cannot be accommodated, unless this was honoured by the Company prior to starting work.

When requesting annual leave, you must ensure that adequate notice is given (the Working Time Regulations 1998 stipulate that notice equal to double the amount of time you require off must be given). The Company normally request a minimum of one week's notice, but where you are requesting a longer period of time off (over a week) and given you may not be the only person requesting holidays at that time, this must be requested at least 2 months in advance to avoid disappointment.

In the event that you need to take time off for an emergency, please inform the Company's HR department.

It should be noted that, whilst you have every right to request holidays, it doesn't mean the specific holidays you requested can be granted; operational needs must come first. If your request is declined, you will be allowed to take your holidays at another time during the holiday year.

You must always leave three days' holiday to cover for leave during the Christmas period.

4.2 Engaged workers

The following section is only relevant if you are engaged through a recruitment agency or limited company, or a sub-contractor or supplier:

The Company recognises that requesting holidays is not applicable to agency workers or those working under a contract for services or on a limited company basis. However, if there are periods where you will not attend site please ensure the relevant agency or subcontracting company are aware and that your onsite Company contact is also informed, for fire register and evacuation purposes.

You are responsible for advising of your own holiday requirements via the agency or limited company contractor, or subcontractor or supplier, as applicable, and you should ensure as much notice as possible is given of the dates you intend to be unavailable for work. Additionally, the Company HR department must be informed; your intended dates will be put forward as a request to identify if the operation can accommodate your temporary absence, to return at the end of your intended leave. If you are engaged by an agency, the agency will need to email Personnel SPU to "request" the holiday on your behalf then the Company HR department will communicate with the agency on the status of your holiday "request". If the Company cannot accommodate the "request" you will be advised of your options. The agency will remain liable for any pay due during annual leave.

You will be advised of the period over Christmas when the Company will shut down operations as this may affect when you are required to provide your services; it is entirely between you and the recruitment agency or limited company contractor you are engaged through as to whether you take this time off as holiday leave.

Please speak with your agency regarding accrual rates, holiday pay and payment due for holidays already taken.

In the event that you need to take time off for an emergency, then please inform both your agency and the Company's HR department.

5 Other Documents

Other documents to be read in conjunction:-

P-HSM-SPU-001	Yard Agreement
P-HSM-SPU-011	Code of Conduct