



In view of the unique situation we find ourselves in this year with the majority of staff being furloughed since the end of March, we have had to consider making changes to the usual annual leave period for the year 1 April 2020 to 31 March 2021. The following arrangements may appear complicated but please be assured that no-one is losing any entitlement and we consider that a slightly extended Xmas break would be favoured by all in light of the pandemic and the effect this has on everyone with regard to holidays.

As you know, holidays continue to accrue in the normal manner from 01.04.20, despite furlough arrangements. All holidays pre-booked from that date until the end of individual's furlough period have automatically been cancelled and reinstated to holiday entitlements.

In order for the business to accommodate holiday requests for the remainder of this year, holiday entitlements will be calculated over a 9 month period from 1 April 2020 to 31 December 2020.

In addition, the factory Xmas shutdown period will start earlier than originally planned this year - so that the last working day will be Friday 18 December 2020, with a return to work date of Monday 4 January 2021. The effect of this means that full time staff will need to retain 7 days from their revised leave entitlement to cover the additional shutdown days.

Therefore, the result of these changes are as follows:-

Full 12 month allocation (days)	9 month allocation (days)	Less Xmas Shutdown (days required)	Total Available Days remaining to book before 31.12.20
23	17	7	10
24	18	7	11
25	19	7	12
26	20	7	13

Staff should continue to submit holiday requests in the usual manner, bearing in mind that holiday is accrued at between 1.9 days per month and 2.2 days per month, depending on length of service and Managers will only authorise holidays if business requirements permit. However, the Company will try to be flexible around pre-booked or planned breaks and if anyone has any queries regarding holidays, they should discuss with their Supervisor or Manager.

There will be a few exceptions to the above allocations, where staff have been allowed to carry days over from the previous annual leave year 2019/20 (due to exceptional circumstances) or where staff have already used some of the 2020 allocation in the 2019/20 leave year.

Staff will be required to use all of their allocated holidays accumulated from April 2020 to December 2020 by the end of 2020.

The next annual leave year will then be calculated over the usual 12 month period - January through to December, commencing January 2021 – replacing the previous annual leave year arrangements of April – March.

So to clarify, from 1 January 2021, the appropriate full 12 month entitlement will be allocated to all staff. Please be assured your normal accrued holiday entitlement is not affected by this change. However if you are still unclear please discuss with your manager.