


<div>  <b>ROBINSON services</b>  <i>IT'S OUR BUSINESS TO SUPPORT YOURS</i> </div>				
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<b>Record No.</b>	<b>Issue No.</b>	<b>Issue Date</b>	<b>Prepared By</b>	<b>Authorised By</b>
HRANL001	2	August 2020	Sinead Sharpe	Sinead Sharpe

## **Robinson Services Annual Leave Policy**

### **Introduction**

During the course of your employment with Robinson Services Ltd, you will be entitled to paid annual leave, for which you will be paid your normal basic remuneration.

If your employment commences part way through the leave year, your annual leave entitlement during your first year of employment shall be calculated on a pro-rata basis.

The Company does not distinguish between annual and statutory holidays. Therefore, depending on your work location and customer requirements you may, at the absolute discretion of the Company, be required to work on statutory holidays. This will be regarded as part of your normal working week. If your work location closes on specific dates these will form part of your annual leave entitlement and you will be paid accordingly.

### **Annual Leave Entitlement**

The leave year runs from 1 July to 30 June each year and annual leave is accrued at a pro-rata of 28 days per year (or 5.6 weeks) (based on five day or more weekly shift pattern). For casual or irregular shift patterns annual leave is accrued at 12.07% of core hours worked. 28 days is the maximum annual entitlement. The Company reserves the right to pay only for leave accrued.


### **Annual Leave Application and Authorisation**

In your first year of service, you **MUST** accrue annual leave entitlement prior to leave being authorised.

Leave can only be authorised within the current leave year (except for July leave). Annual leave requests should be made by completing a request form: Giving 1 week's notice for 1 day and 1 month's notice for 1 or more weeks' leave. Annual leave must be taken at times agreed in writing in advance by Management. Annual leave requests will be granted on a business needs basis and Management reserve the right to refuse requests on this basis.

The maximum period of leave which can be granted to any individual is two weeks. We ask all employees to seek approval for two weeks leave as early as possible in the leave year and must be applied for through your Manager.

Annual leave cannot be carried forward from one leave year to the next. You cannot receive payment in lieu of annual leave. It is your responsibility to ensure that you have used your annual leave prior to the end of the leave year.

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Annual Leave will be approved on a first come first serve basis (apart from any exceptions listed in this memo), however your leave must still be authorised by your Line Manager. Do not take it for granted that your leave will be automatically authorised and do not book any travel until authorisation is granted. Please consider your colleagues annual leave as well.

### Special Holiday Times

Special holiday times, such as Christmas, Twelfth holidays, Easter, etc may be given in rotation, regardless of how early applications are made. Employees should not expect that they will get key times off two years in succession. Due to operational commitments it may not be possible to grant all leave requests, particularly at times of high demand. The decision is at the discretion of your line manager and if leave cannot be granted you will be informed of the need to take alternative dates.

For those employees working within retail outlets, annual leave is not authorised from 10 December to 10 January (aside from 25 December) for operational reasons.

### Unauthorised Leave

If you are refused annual leave and proceed to take the time off anyway, it will be considered unauthorised absence and will be dealt with under the Company's Disciplinary Procedure

### Unused/Overtaken Leave

It is Company policy that payment in lieu of unused Annual Leave will only be made on termination of employment. If you have taken more annual leave than your accrued entitlement at the date of termination of your employment, we shall be entitled to deduct the appropriate amount from any payments due to you.

We may require you to take any outstanding annual leave entitlement during your notice period.

Annual leave entitlement will be reviewed from time to time in line with prevailing legislation.

### Responsibilities

- HR will own and issue and will work with Managers to enforce the policy.
- Managers will enforce the policy by managing holiday requests, managing holiday entitlement and authorising holidays in line with this policy.
- The Operations team will also ensure that holidays taken are recorded on timesheets.
- Payroll will process holiday pay and report on holidays taken throughout the year.