

Landward Research

ANNUAL LEAVE POLICY

LANDWARD
RESEARCH

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1 Annual Leave Policy Statement

Landward Research is committed to helping its staff to achieve a good work-life balance. This policy aims to ensure staff take regular breaks from work in the form of paid annual leave (i.e. holidays) to help manage that balance.

2 Purpose And Scope

The aim of this policy is to provide a uniform and fair approach to the calculation of annual leave entitlements.

This policy applies equally and fully to all employees of the Landward Research; to Landward Research Ltd and to employees of all subsidiary companies of Landward Research Ltd (on 6th January 2022: Landward Research Teoranta, Landward Limited Liability Company and Landward Limited).

3 Principles

Employees are expected to take their full leave entitlement each year to ensure they have regular breaks from work. To help them achieve this:

- Leave should be taken regularly throughout the year
- Leave requests will be considered fairly, promptly and consistently
- Every effort will be made to agree leave requests, subject to reasonable notice and operational need.

4 Entitlement

4.1 Annual Leave Year

Our annual leave year runs from 1 April to 31 March.

4.2 Public Holidays

We do not close on any public holidays. Employees can request leave from their annual entitlement to cover public holidays, faith days, and religious festivals. This is to ensure that no faith, religion, nationality, or other group/s are favoured.

4.3 Annual Leave Entitlement

The contractual annual leave entitlement for employees is as set out in the contract of employment.

Full time employees are entitled to a minimum of 28 days or 5.6 weeks, including public holidays (part-time workers are also entitled to a minimum of 5.6 weeks, calculated on a pro-rata basis).

4.4 Payment During Annual Leave

Employees receive their normal rate of pay on any days which are taken as part of their annual holiday entitlement, calculated on the basis of the employee's normal hours of work. All overtime, both contractual and non-contractual, will be included when calculating holiday pay, so long as it is sufficiently regular and settled to amount to normal remuneration.

4.5 Duration Of Annual Leave

Generally one period of annual leave will not exceed a period two weeks / 14 days (including weekends). Where an employee wishes to utilise a longer period of annual leave due to exceptional circumstances the employee must seek written approval from their line manager.

Fractions of half a day or less will be treated as half a day's annual leave and fractions of more than half a day will be treated as one day's annual leave.

4.6 Carrying Forward Annual Leave

Unless agreed otherwise, if an employee does not take all of their holiday entitlement in any holiday year, up to five days of annual leave may be carried forward and added to their entitlement in the subsequent annual leave year. Additional carry forward may be permitted if a period of extended sickness absence, statutory adoption & surrogacy, maternity, parental, partner, or shared parental leave has prevented an employee from taking leave in the relevant year and in this case they should contact their line manager or HR representative.

4.6.1 Carrying Forward Annual Leave Due To COVID-19

The UK government announced a temporary and immediate relaxation of the rules on carrying over untaken holiday on 27 March 2020 in response to the COVID-19 emergency. The Working Time (Coronavirus)(Amendment) Regulations 2020 allow workers to carry over up to four weeks of annual leave, that they have been unable to take due to the Coronavirus outbreak, into the next two leave years. Reasons for being unable to take leave could include:

- Self-isolating or being too ill to take leave
- Being temporarily laid off or furloughed
- Having to work through holidays.

Employees should speak to the line manager or HR if they believe this applies to them.

4.7 Time Off Work For Public Duties

Employees are entitled to time off work for certain public duties as well as their normal holiday entitlement, they will not be paid by Landward Research for this time. Employees can choose to use their annual leave entitlement for time off work for public duties, if they wish.

An employee can get a 'reasonable' amount of unpaid time off if they're:

- Called for jury service
- A magistrate (also known as a justice of the peace)
- A local councillor
- A school governor
- A member of any statutory tribunal (for example an employment tribunal)
- A member of the managing or governing body of an educational establishment
- A member of a health authority
- A member of a school council or board in Scotland
- A member of the environment agency or the Scottish Environment Protection Agency
- A member of the prison independent monitoring boards (England or Wales) or a member of the prison visiting committees (Scotland)
- A member of Scottish Water or a water customer consultation panel
- A trade union member (for trade union duties)

The amount of time off should be agreed between the employee and line manager beforehand, based on:

- How long the duties might take
- The amount of time the employee has already had off for public duties
- How the time off will affect the business

The line manager can refuse a request for time off if they think it's unreasonable. They can't refuse a staff member time off to do jury service.

4.8 Time Off Work To Volunteer For A Charity

Employees of Landward Research are encouraged to take time off to volunteer for registered charities. All Landward Research employees can take three days (FTE) paid leave to volunteer for a registered charity in each annual leave year. This is in addition to their normal holiday entitlement. The process for [booking annual leave](#) must be followed to book time off to volunteer for a registered charity.

4.9 Annual Leave Entitlement For Starters And Leavers

4.9.1 New Starters

When an employee joins Landward Research part-way through an annual leave year, their leave entitlement will be calculated on a pro-rata basis based on the first day of their employment. One twelfth of annual leave entitlement will accrue for each full month of employment.

When an employee has annual leave booked before joining Landward Research, then they should make Landward Research aware when accepting the offer of employment. This holiday will be honoured if notified when the offer is accepted.

4.9.2 Leavers

If an employee leaves the organisation part-way through an annual leave year, the holiday entitlement that the employee would have been allowed up to the date of leaving will be calculated on a pro-rata basis. One twelfth of annual leave entitlement will accrue for each full month of employment.

Employees will be paid for any outstanding annual leave not taken. Employees should take all their leave entitlement before their last day of service and Landward Research may ask employees to take their outstanding holiday entitlement during any notice period.

If an employee has taken more annual leave than they have accrued by their last day, then they will be required to repay the cash value of the excess annual leave taken. This will be deducted from their final pay. If the amount of annual leave taken equates to more money than the final salary payment, the employee will not receive a final salary payment.

5 Booking Annual Leave

Employees must take their annual leave on dates that are convenient to Landward Research and that are agreed by their line manager in writing in advance.

Employees should give us as much notice as they can of their wish to take holiday on a particular date. Employees should give notice of at least double the length of time they wish to take on holiday in one go.

Landward Research will do its best to grant leave for unforeseen and exceptional circumstances at short notice.

Landward Research has the right to refuse permission for an employee's holiday and will give the employee sufficient notice of the refusal (at least equivalent to the period of leave requested). Where an employee disregards this refusal and takes a period of annual leave they will be subject to Landward Research's Disciplinary Procedure.

No employee should book a holiday until they have received confirmation from their manager that they will be allowed to take annual leave from work. Landward Research accepts no responsibility for the loss of deposits or other monies if employees book holidays in this way.

6 Compulsory Leave

In certain circumstances, a line manager may require an employee to take their leave on specific dates as notified to them. This is likely to occur if an employee has not utilised their annual leave.

7 Sickness And Annual Leave

If an employee is sick while on annual leave, then they can reclaim time lost due to sickness if they let their line manager know on the first day of sickness. They must submit self-certification forms and/or medical fit notes to cover the duration of their sickness absence. If this process is not followed then annual leave will apply.

An employee may take their annual leave at the same time as long-term sick leave and receive their normal rate of pay. This may be beneficial if an employee has exhausted their sick pay or it has dropped to half pay. The employee must provide reasonable notice for holiday requests to their line manager to ensure pay and leave is processed correctly.

Employees will continue to accrue contractual annual leave during absences due to ill-health.

8 Maternity Leave, Adoption And Surrogacy Leave, Shared Parental Leave And Partner Leave

When an employee is on adoption & surrogacy leave, maternity leave, parental leave, partner leave, or shared parental leave their annual leave entitlement continues to accrue. They are not required to take their annual leave during their adoption & surrogacy, maternity, parental, partner, or shared parental leave, and will be entitled to take it at another date.

Every effort should be made to take annual leave within the annual leave year and where this is not possible this should be agreed with the line manager and appropriate notification sent to the HR.

9 Compliance with Statutory Requirements

Working Time Regulations (1998; Amended 2003 & 2007)

Landward Research recognises the entitlements of its workers to request annual leave in accordance with The Working Time Regulations (1998; Amended 2003 & 2007).

Part-time Workers (Prevention of Less Favourable Treatment) Regulations (2000)

The Part-time Workers (Prevention of Less Favourable Treatment) Regulations (2000) legislates that part-time staff should not be treated less favourably than full-time staff. Landward Research endeavours to ensure the prevention of discrimination or less favourable treatment in the provision of annual leave.

Fixed Term Staff (Prevention of Less Favourable Treatment) Regulations (2002)

The Fixed Term Staff (Prevention of Less Favourable Treatment) Regulations (2002) prevent fixed term staff being treated less favourably than similar permanent staff. Landward Research endeavours to ensure the prevention of discrimination or less favourable treatment in the provision of annual leave.

10 Review

Landward Research will review this policy on an ongoing basis and carry out a formal review not less than every 3 years. Such review shall take into account the operation of the Policy since the last formal review, any legal or regulatory developments, an assessment of current best practice and any other relevant information.