

# Country FAQs - TIME MANAGEMENT - Quotas

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If you don't find the answer to your question, please contact the HR support on [Digital Workplace](#)

- **What's the bereavement leave entitlement?**

All employees are entitled to up to 5 working days paid leave when a member of their immediate family dies. Immediate family is defined as: Wife/ Mother /Sister/Husband/Father/Brother/Common Law Partner/Children Loss of other relatives will entitle employees to 1 working day paid leave. Relatives defined as: Grandmother/Mother-in-law/Sister-in-law /Grandfather /Father-in-law/Brother-in-law In any other special circumstances, the employee should make a request to their immediate line manager. Requests should be entered in HR-services.

- **I am pregnant, will my Holiday entitlement change?**

While you are on Maternity Leave, both your contractual holiday entitlement and your 24 days statutory holiday entitlement under the Working Time Regulations continue to accrue. However, during your Additional Maternity Leave, only your statutory holiday entitlement continue to accrue - unless your contract specifically states that contractual holiday entitlement also continues to accrue.

- **Are employees entitled to paid Holidays?**

Yes, the company provides its employees with paid time off for holidays and is committed to ensuring that this time off is taken at regular intervals for the benefit of the individual and also at a time that is convenient for the needs of the business. The Company aims to ensure that there will be a fair allocation of holidays, and that wherever possible employees are encouraged to take their full entitlement during the period of the year.

- **What's the holiday entitlement whilst absent due to sickness?**

Employees who are absent due to long term sickness will continue to accrue holidays during their period of absence. If individuals fall sick during a period of holiday, they must follow the normal sickness reporting procedure. Failure to do so would prevent the accrual of holidays. The Company reserve the right to stop this holiday being taken at a later date.

- **What are the Holidays for shift workers?**

Holidays are rostered in the five-shift system, there are some flexible shift holidays.

- **How are the employee's holidays calculated and how many days are employees entitled to in days and hours? How can employees accrue service days?**

Employees are entitled to 27 days holiday, calculated in hours as 202.50, of which up to four days are Company nominated.

Holidays will be calculated from the employee's first day of employment. If the first day of the month falls on Saturday or Sunday, this will count as a full month for holiday calculation purposes.

Employees accrue service days during the holiday year in which they achieve multiples of 5 years, as follows:

15 years - 1 service day  
20 years - 2 service days  
25 years - 3 service days  
30 years - 4 service days  
35 years - 5 service days

Service days must be taken within the current leave year.

- **Can I carry holidays from one leave year to the next?**

As a standard the Company expects holiday leave to be taken within the holiday year. However, holiday carryover can be 5 days to be taken within one month of the end of the holiday year with management approval. For exceptional circumstances only, this can be extended to within three months. To ensure consistency of application any staff with special circumstances should ensure that a discussion has taken place between their line manager and the HR Department before they consider this request granted