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# Holiday Procedure

## Holiday Year

TC Facilities Management (TCFM) holiday year begins on the 1<sup>st</sup> April and ends on the 31<sup>st</sup> March each year.

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## Holiday Pay

Your holiday pay is calculated in line with current legislation.

In your first year of service, you must accrue annual leave before you will be paid for any holiday. Any holiday taken in excess of your accrued entitlement will be unpaid. Details of accrued holiday can be found on your payslip.

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## Holiday Requests

We will try to accommodate all requests for time off however, all requests will be considered on a 'first come, first served' basis in accordance with the needs of the business. When booking annual leave, you must give at least 4 weeks notice to your manager by completing a holiday request form. Your request is not to be considered authorised until you receive written confirmation from your manager. Should you disregard this rule and we are unable to grant your request we will not be liable for any financial loss you might incur e.g. loss of holiday deposit or reservation.

To take holiday without prior authorisation or after a refusal of a request is classed as an act of misconduct. TCFM can refuse your annual leave request by giving you twice the amount of notice as the annual leave requested. TCFM can ask you to take all or any of the leave period to which you are entitled at specified times provided that you are given prior notice. TCFM will give you twice the period of leave to be taken as notice. If you fail to notify TCFM of delayed return following holiday leave, or if you fail to return when expected this will be considered to be absent without permission on each day of non-attendance and you could be subject to disciplinary action on your return.

You will not be permitted to take more than 2 weeks holiday at any one time. Holidays may not be taken at the following times: the last 3 weeks in December, the first 2 weeks in January or the Easter week (2 days before Good Friday and 2 days after Easter Monday).

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In order to plan and manage holiday effectively your holiday year is split into 3 periods and you are required to book the following amount of leave within each period. Failure to do so may mean that TCFM are unable to accommodate your requests for holiday;

### Period 1:

- 1<sup>st</sup> April - 30<sup>th</sup> September.
- 50% of your annual leave must be taken during this period; all dates must be with your line manager by the end of April.

### Period 2:

- 1<sup>st</sup> October – 31<sup>st</sup> December.
- 25% of your annual leave must be taken during this period; all dates must be with your line manager by the end of the 2nd week of September.

### Period 3:

- 1<sup>st</sup> January - 31<sup>st</sup> March.
- The remaining 25% of your annual leave must be taken during this period; all dates must be with your line manager by the end of the 2nd week of December.

It is your responsibility to make sure you take your holiday entitlement.

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## Carry Holiday Over

TCFM's holiday year runs from 1<sup>st</sup> April to 31<sup>st</sup> March. All holiday entitlement for the year must normally be taken within it. No payment in lieu will be made for any holiday not taken, other than in respect of holiday (over and above the statutory entitlement of 5.6 weeks) not taken as a result of the business needs of TCFM.

Colleagues may, provided they have obtained their Line Manager's prior approval, carry forward no more than 5 days of their holiday entitlement which are in excess of the first 28 days to the next holiday year in circumstances where the business needs of TCFM have prevented them from taking all their holiday entitlement in the current year.

Such holiday must be taken no later than 3 months after the end of the holiday year to which the unused holiday relates.

If colleagues have been prevented due to sickness absence from taking their full holiday entitlement in the current holiday year, carry-forward of up to four weeks accrued and untaken holiday entitlement to the next holiday year will be permitted.

However, colleagues should note that they must take any accrued holiday by reason of sickness absence within 18 months from the end of the leave year in which it accrued or risk losing it.

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## Religious Holidays

Colleagues who wish to observe religious holidays, which do not coincide with public holidays in England and Wales, or Scotland/Northern Ireland, are required to use their normal annual holiday entitlement or take unpaid leave.

Every effort will be made to accommodate such requests, which will be refused only in exceptional circumstances.

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## Illness During Holiday

Colleagues who are ill during a period of annual leave or are prevented from taking their planned annual leave because of sickness may, on request, be entitled to treat the days of sickness as sickness absence and count them against sick pay entitlement. They must satisfy TCFM that the illness was genuine and must provide a doctor's medical certificate, regardless of the length of the sickness. Days of annual holiday lost through sickness will be replaced on request at a later date, the timing of which will be subject to management approval.

Statutory paid annual leave accrues during long-term sickness absence. In certain circumstances, colleagues who are absent for reasons of incapacity for long periods may be entitled to take paid annual leave, of up to four weeks, before they return to work. Any colleague to whom this applies should contact their line manager.

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## Late Return From Holiday

If, for any reason, colleagues know that they will be late returning from holiday, they must contact their line manager and notify their late return, and the reason for it, as soon as possible. Failure to do so will render the colleague liable for disciplinary action for unauthorised absence. Such disciplinary action may include dismissal. In any event, the reasons for the later return will be investigated and could be determined to be misconduct – in which case disciplinary action may be taken.

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## Termination of Employment

On termination of employment you may be required to use any remaining holiday entitlement during your notice period. Alternatively, you will be paid in lieu of any accrued but untaken holiday entitlement for the current holiday year to date, plus any holiday permitted to be carried over from previous years under this policy or as required by law.

## Public / Bank Holidays Pay & Procedures

The Public / Bank holidays listed below are considered to be normal working days.

- New Years Day.
- Good Friday.
- Easter Monday.
- Early May Bank Holiday.
- Spring Bank Holiday.
- August Bank Holiday.
- Christmas Day.
- Boxing Day.

Should your contracted place of work be closed on any of the above days and you are scheduled to work (e.g. Christmas Day, Boxing Day, New Years Day) you will be paid your contracted hours for the day and this will be deducted from your annual holiday entitlement. It is your responsibility to make sure you have enough holiday entitlement for payment to be made.



**Mark O'Dwyer**  
CEO

14<sup>th</sup> February 2026

| Version number | Date Reviewed                  | Reviewed by     | Signed by    |
|----------------|--------------------------------|-----------------|--------------|
| v.1            | 7 <sup>th</sup> November 2023  | Richard Grafham | Peter Ellis  |
| v.2            | 14 <sup>th</sup> February 2026 | Richard Grafham | Mark O'Dwyer |