



The Victoria Inn - Three milestone
The Victoria Inn - Roche
The Norway Inn – Perranarworthal

"A warm welcome with pub grub - at our tables or delivered to yours"

HOLIDAY POLICY

- Please be reminded that it is not possible to have two team members booking holiday for the same period.
- Holiday needs to be booked via the form on the staff webpages.
- Submitting a form doesn't guarantee that holiday, it still needs to be authorised by your manager.
- At least 2 weeks notice required.
- Holiday entitlement will be recalculated on what you've worked since 6th April, so please check and don't assume.
- Any queries then please e-mail hr@inncornwall.co.uk

BEFORE YOU BOOK ANY HOLIDAY (Flights, hotels, canoes etc). Please check with your manager to see if it's going to be possible for them to authorize your holiday in advance of booking. This will prevent any disappointment and we wouldn't want to see any of you have to cancel your arrangements for assuming it'll be fine - Best to check.

Policy

Norway Inn aims to ensure all employees take their holiday entitlement. To help achieve this aim, it is essential that employees understand the procedures and guidelines of holiday entitlement and the process required.

Scope

The policy applies to all employees regardless of length of service and agency workers who have been with the company for 12 weeks or more. This policy does not apply to self-employed contractors. With the exception of the Statutory Entitlements, the policy does not form part of your contract of employment and we may amend it at any time.

Entitlement

The holiday year runs from 6th April to 5th April.

Under government employment regulations it is the public houses duty to ensure staff take their statutory holidays each year of 5.6 weeks paid annual leave (28 days for someone working five days a week, this includes an amount of 8 days for the normal Public and Bank Holidays).

Part-time workers are entitled to the same level of holiday pro rata (so 5.6 times your usual working week, e.g. 22.4 days for someone working four days a week, this includes Bank Holidays).

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

If you want to take holiday

You must give the public house advance notice that you want to take holiday. You shall give at least 2 weeks' notice of any proposed holiday dates and these must be agreed by your Manager in advance. We may be able to accept less notice of holiday during the winter season, or if you are requesting odd days of holiday. In this instance please speak to your Manager to request your holiday.

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You cannot take more than 10 consecutive days leave in any holiday year, without your Manager's specific written consent.

Holiday is not automatically approved by the sending of a holiday request to your manager, you must receive written confirmation of the holiday request.

Due to the nature of our business being seasonal, we may not always be able to authorise holiday during peak times, July 21st – 1st September and 7th December – 1st January. It is recommended you discuss with your manager before putting in a request for holiday at these times.

The public house can refuse permission for your holiday as long as you are given notice of our intention to refuse which would be within one week of the initial holiday request.

If the Company wants you to take holiday

We can decide when some or all of your holidays must be taken. For instance, we may require you to take some of your holiday during shutdown periods, or may require whole departments within the public house to take holiday during a seasonal quiet time within the business.

Carrying over holidays

You do not have a right to carry leave over. However, we may allow you to carry over any untaken holiday from one leave year to the next above the statutory minimum entitlement under the following conditions:-

- You must have first taken all of your statutory minimum holiday entitlement each year (5.6 weeks)
- A maximum of five days can be carried over and must be used up by the end of March of the new holiday year (pro-rata for part time employees)
- Carry over of holiday should be allowed in exceptional circumstances only and not as a matter of course
- Permission would be required by and at the discretion of the owner only and not line managers.

You cannot *automatically* carry untaken holiday entitlement forward from one holiday year to the following holiday year unless a period of long term sick leave, statutory maternity, paternity or adoption leave has prevented you from taking it in the relevant year.

Payment will not be made for days of holiday which have not been taken by the end of the holiday year.

Termination of Employment

On termination of your employment you shall be entitled to be paid in lieu of accrued but untaken holiday. If you have taken more holiday 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 holiday entitlement during your notice period. However, if we dismissed you or would be entitled to dismiss you or you have resigned without giving the required notice, such payment in lieu shall be limited to your statutory entitlement under the Working Time Regulations 1998, and any paid holidays (including paid public holidays) taken shall be deemed first to have been taken in satisfaction of that statutory entitlement.

Payment in lieu for holiday or 'buying out'

Under government guidelines the Company is not allowed to exchange any untaken statutory holiday entitlement for pay. You must take all of your statutory holiday entitlement each year.

How holiday pay is calculated

You are entitled to be paid during your statutory annual leave and contractual annual leave. Your holiday pay will be your normal weekly wage (excluding non-guaranteed overtime or flexible working). If your pay varies from week to week, your holiday pay will be your average weekly wage over the previous 12 weeks.