

Watling Tyres Holiday Policy

In general terms, we seek to be as accommodating as possible in granting time off for annual holidays. However, all holiday requests will be considered on a "first come, first served" basis and we reserve the right to vary times requested in accordance with the needs of the business and to ensure adequate staffing levels are maintained. Once confirmed, holiday dates will not normally be subject to change.

All holiday requests are to be presented using the **Holiday Request Form** (which can be downloaded by clicking on the link below). Once completed, it must be submitted to your Reporting Manager. Holidays must not be booked without receiving prior authorisation from your Reporting Manager. If you take holidays without prior authorisation you will be subject to disciplinary action which, in serious cases, may include summary dismissal.

N.B. Should you disregard this rule and we are subsequently unable to grant your "request", we will not be liable for any financial loss or other damage which you might incur, e.g. forfeiture of deposits or reservation penalties.

To plan our holiday rota as effectively as possible, we require you to give at least four weeks' notice of your wish to take holidays of a week or more and one week's notice of single days holidays.

You will not normally be permitted to take annual holidays of more than three consecutive working weeks. As a general guide not more than 25% of any Department should be away at the same time.

Any requests for a holiday exceeding three weeks' duration must be approved beforehand by your Reporting Manager or an officer of the company before they are booked and/or taken. This will be at management discretion. Holidays may not be taken in less than half day units.

In the event of a shortage of work situation arising, as an initial solution we may require you to take some, or all, of your unused accrued holiday entitlement, which has not previously been confirmed as agreed and booked.