

**HOLIDAY POLICY**

**Annual Leave** You are entitled to 20 days annual leave per annum. The holiday year runs from 1 January to 31 December each year. Staff joining the company part way through an annual year will be entitled to a pro rata figure. The company reserves the right to withhold 7 days per annum for Christmas/New Year shutdown period, for which staff will be required to take as part of their entitlement.

**Public/Bank Holidays** In addition to the annual holiday entitlement you are allowed the following Public/Bank holidays each year with pay, or alternative days as decided by the management: -

|                     |                       |
|---------------------|-----------------------|
| New Years Day       | Last Monday in May    |
| Good Friday         | Last Monday in August |
| Easter Monday       | Christmas Day         |
| First Monday in May | Boxing Day            |

**Booking Holidays** To be booked a minimum of 4 week's prior to the date's to be taken. Holiday's requested within a shorter notice period may be approved by McCarthy's Management if in line with forecast workload.

**Leftover Holidays** It is highly advised that all 13 of your optional holidays are taken within the year. In the event that holidays are not utilised by the 1st of November, employees will be requested to book in their remaining leave prior to the Christmas shutdown. In the event of any optional holidays remaining at the end of the year, it is at the discretion of McCarthy's Management whether these will be paid to the individual. If the employee wishes to carry over any holidays to the next calendar year, they are to request so.

Signed

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J.G. McCarthy  
Managing Director

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**Directors: J.G. McCarthy, E.J. McCarthy, D.McCarthy**  
**Company No. 2597729**



**McCARTHY CONTRACTORS**  
**(BRIDGEND) LTD**



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**Company No. 2597729**

