**Holiday Procedure**

This procedure outlines the steps for requesting, approving, and managing employee holidays at NWF Facilities Ltd. It ensures compliance with legal requirements and industry standards.

**1. Purpose**

The purpose of this procedure is to provide a clear, fair, and consistent process for managing holiday requests, ensuring that operational needs are balanced with employees' rights to take leave.

**2. Scope**

This procedure applies to all employees of NWF Facilities Ltd.

**3. Legal Requirements**

* **Notice Period:** Employees must give at least one week's notice for holiday requests.
* **Annual Leave Entitlement:** Employees are entitled to a minimum of 28 days of paid leave per year (inclusive of public holidays) as per UK employment law.
* **Record Keeping:** All holiday requests and approvals must be documented and retained for a minimum of two years.

**4. Procedure**

**4.1 Submitting a Holiday Request:**

1. **Form Completion:** Employees must complete the Holiday Request Form, including:
   * Name
   * Site
   * Holiday Start Date
   * Return to Work Date
   * Total Days Requested
2. **Submission:** The completed form must be submitted to the employee's Site Supervisor.

**4.2 Approval Process:**

1. **Site Supervisor Review:**
   * The Site Supervisor reviews the request to ensure it does not conflict with critical operational requirements.
   * The Site Supervisor signs the form if the request is acceptable.
2. **Management Approval:**
   * The signed form is forwarded to Management for final approval.
   * Management reviews the request considering both operational needs and legal requirements.
   * Management signs the form if the request is approved.
3. **Notification:**
   * Employees will be notified of the approval or denial of their request within three (3) working days after submission to Management.

**4.3 Record Keeping:**

1. **Documentation:** Approved holiday request forms are stored in the employee’s personnel file.
2. **Retention:** All records are retained for a minimum of two years.

**4.4 Managing Holidays:**

1. **Scheduling:** Approved holidays are scheduled, ensuring that there is adequate cover for all shifts and operations.
2. **Changes and Cancellations:** Any changes or cancellations to approved holidays must be communicated in writing and approved by the Site Supervisor and Management.

**4.5 Emergency Leave:**

1. **Request:** In case of an emergency, employees should contact their Site Supervisor or Management as soon as possible.
2. **Approval:** Emergency leave will be considered on a case-by-case basis, with appropriate documentation where possible.

**5. Employee Responsibility**

* **Planning:** Employees are encouraged to plan their holidays well in advance to ensure their requests can be accommodated.
* **Notification:** Employees must provide accurate information and timely notifications regarding their holiday plans.

**6. Management Responsibility**

* **Fair Treatment:** Ensure all holiday requests are considered fairly and in accordance with company policies and legal requirements.
* **Operational Needs:** Balance holiday approvals with the need to maintain adequate staffing levels.

**7. Monitoring and Review**

* **Annual Review:** This procedure will be reviewed annually or as required by changes in legislation or operational needs.
* **Continuous Improvement:** Feedback from employees and operational experiences will be used to improve the holiday management process.