

Annual Leave Policy

Context

The Organisation of Working Time Act 1997 outlines the statutory entitlements for employees in respect of rest, maximum working time and annual leave

Purpose

This policy sets out the annual leave entitlement and guidelines for employees to ensure clarity and transparency across all pharmacies supported by Allcare Pharmacy

Scope

All employees are entitled to holidays which accrue based on time worked. This policy applies to all employees based in the Allcare Pharmacy Group

Responsibilities

Employee Responsibilities

As part of this process, there are tasks which the employee(s) should complete:

- Ensure they are fully aware of and understand this policy
- Book annual leave in line with the notice period laid out in this policy
- Ensure that all guidelines are followed

Manager Responsibilities

As part of this process there are tasks which should be completed by the Manager (Managing Pharmacist/Retail Manager) in an Allcare Pharmacy;

- Ensure that all employees in the pharmacy are aware of and understand this policy
- Be aware of your own role in managing this policy
- Ensure that the policy is followed by all employees
- Always ensure there is adequate staff cover in your pharmacy in line with the policy prior to approving annual leave
- Seek guidance from Business Manager in the application of this policy if required.

Territory Manager

- Ensure that all employees in their pharmacies in your Territory are aware of and understand this policy
- Be aware of your own role in managing this policy in your group pharmacies
- Ensure the policy is followed by all employees
- Ensure that locum cover has been secured prior to approving annual leave for a managing pharmacist inline with the policy
- Seek guidance from HR in the application of this policy if required.

HR Department

- Be fully familiar with the contents of this policy
- To support the implementation of this policy in owned and operated by Uniphar group.
- Ensure that all employees are aware of and understand this policy
- Be aware of the impact of your own conduct and be impartial in your dealings with staff;
- Keep policy up to date and review as appropriate

Holiday Guidelines

General Principals

- The holiday year runs concurrently from 1 January to 31 December. Holidays must not be carried over beyond 31 December. In exceptional circumstances this period may be extended by application to your Business Manager. Any approved holidays which are carried over to the next year must be used by 30 June in that year.
- Your holiday entitlement is outlined in your contract of employment.
- Part time staff (staff who work less than 37.5 hours per week) are entitled to pro-rata holidays, or 8 hours for every 100 hours worked, subject to a maximum of 4 working weeks per year.
- Annual Leave must be requested in advance using the annual leave request form. Annual leave must be submitted to and authorised by your Manager or Territory Manager. Annual leave request forms are available from the Allcare Website.
- Managing Pharmacist must retain annual leave approval forms in the pharmacy for all staff members.
- Annual Leave will be approved on a first come, first served basis. Leave must be taken to suit the needs of the business.
- The Managing Pharmacist must ensure that all employees take their full AL allocation within the appropriate period. It is the responsibility of the Managing Pharmacist to ensure the company meets its legal requirements in this regard. All information relating to outstanding entitlements is available on TMS in store.
- Territory Managers are responsible for managing the annual leave of Managing / Supervising Pharmacists. It is the responsibility of the TM to ensure the company meets its legal requirement in this regard
- New employees must inform the company prior to commencement of employment where possible or as soon as they commence of any pre-existing holiday commitments.
- Should you commence employment during the year your full year entitlement will be pro-rated accordingly.
- Should your contracted hours change during the holiday year your holiday entitlement will be pro-rated accordingly.
- Should your employment end during the year and paid holidays taken exceed the paid holiday entitlement on the employment end date the company will deduct the excess holiday pay from your final payroll. Should the paid holidays taken be less than the paid holiday entitlement on the employment end date the company will pay the excess holiday pay in your final payroll.
- The Organisation of Working Time Act 1997 does not allow an employer to pay an employee in lieu of Annual Leave. The act only provides for the payment in lieu of annual leave where the employment relationship is terminated.
- Where you have eight qualifying months you will be entitled to an unbroken period of two weeks leave which may include one or more public holiday.
- Good Friday and Christmas Eve are normal working days
- Your pharmacy reserves the right to allocate the dates on which Company nominated days of holidays must be taken i.e. at Christmas and Easter. These days must be taken out of your holiday entitlement. These compulsory days vary from year to year and you will be notified of them in due course during the holiday year
- Temporary employees build up holiday entitlement to annual leave on the same basis as permanent employees, based on the hours worked.
- Annual leave should not be booked before you have received authorisation that your holiday request is approved
- Managing / Supervising Pharmacists are responsible for ensuring locum cover is secured at least 8-10 week of the annual leave been taken.
- It is also the responsibility of the Managing / Supervising Pharmacist to ensure adequate cover is available in store to cover annual leave requests from Pharmacy Technicians and OTC staff. Any deviation from this is done so at your own risk.

- **December is a blackout month and no holiday requests will be approved.**

Illness Prior/After Holidays

- Where an employee falls ill before or after a period of holidays, a medical certificate must be submitted from the first day of illness. The medical certificate should also state the date you are fit to avail of holidays/return to work.

Illness during Holidays

- Where an employee falls ill during a period of holidays and submits a medical certificate from a registered medical practitioner, the period covered by the certificate is regarded as sick leave and the holidays for this period are restored.

Annual Leave

- The standard maximum holiday period is 2 working weeks. In exceptional circumstances up to 3 working weeks holidays may be authorised by application to your Territory Manager

Exceptional Circumstances include but are not limited to;

- Marriage
- Birth of child
- Holiday of 3 week duration taken once every 5 years

Planning Annual Leave

- In order to ensure there is adequate staffing levels in the pharmacy throughout the year holidays should be taken in a balanced and planned way for each employee. It is recommended that each employee takes their holidays in line with the guide listed below:

Spring	Summer	Winter
<p><u>1 Week</u> To be taken between Jan 2nd and April 30th. Must be booked by end of Jan.</p>	<p><u>2 Weeks</u> To be taken between May 1st and Aug 31st. Taken together or in blocks of 1 week separately. Must be booked by end of March</p>	<p><u>1 Week</u> To be taken between September 1st and Nov 30th. Must be booked by the end of August.</p>

- Where there are deviations from the pattern listed above you must notify and seek approval from your Manager as soon as possible.
- Holidays must not be carried over beyond 31 December. In exceptional circumstances this period may be extended by application to your Territory Manager. Any approved holidays which are carried over to the next year must be used by 31st March. Applications must be made by 31 October to carry leave over to the next year.
- In November of each year the Territory Manager will sign off the full list of holidays to be carried forward to the next year.

Procedure

- All employees must complete the holiday request form and submit this to your Managing Pharmacist or Territory Manager where appropriate. This form must be completed and submitted to Managing Pharmacist/Business Manager before making any holiday commitments to avoid disappointment.

- The following notice must be given:
 - 1-2 Days Holidays – 3 Working week notice
 - 3-4 Days Holidays – 5 Working weeks notice
 - 6+ Days Holidays – 8 Working weeks notice
- Once approval is given the Managing Pharmacist must maintain the Holiday request on the Time and Attendance system.
- Where there are conflicting annual leave requirements, priority will be given to the employee who requested the leave first
- Any employee who takes holidays which have not been previously approved may be subject to disciplinary action.
- Managing Pharmacists must ensure that Holiday days are taken by all employees throughout the year in compliance with legislation and company policy. Where there are deviations this may be subject to disciplinary action.