

## COVID 19 Holiday Principles 2020

The holiday year runs from 1<sup>st</sup> January to 31<sup>st</sup> December. Where possible employees are encouraged to use their paid holiday ('statutory annual leave') in the current leave year.

In the UK, statutory annual leave is 5.6 weeks, which is made up of: 20 days (four weeks) and eight days (bank holidays). Part time workers are entitled to 5.6 weeks' paid holiday, but in proportion to the hours worked ('pro rata').

At Marshalls, we offer an enhanced holiday entitlement for all employees. Holidays are important because taking time off helps people get enough rest and keep healthy (physically and mentally).

However, where employees have been placed on Furlough Leave, or have been classed as a critical worker, we recognise it may not be possible to take all of the holiday entitlement in 2020.

### The current actions to manage holidays for 2020:

- Holidays that were booked, but could not be taken, due to coronavirus (COVID-19) will be removed from the system together with any future dated holidays in 2020
- Employees will be asked to resubmit their holidays at a later date, including the holidays required for shutdown periods
- Employees classed as critical workers, who cannot work from home, are to be given an additional half-day of holiday as a 'thank you' for every day worked between 25<sup>th</sup> March and 5<sup>th</sup> May 2020

### Bank Holidays for 2020:

- For employees on Furlough Leave who would usually work bank holidays, the payment for this is included in the CJRS grant payment
- Bank holidays in April (10th and 13th) were paid at 100% so in line with the CJRS are deemed to have been taken
- Bank holidays in May (8th and 25th) will be accrued and added in to the holiday allocation
- Bank holidays for April and May which were/are worked by a critical worker, should be added in to the Yourspace system as a lieu day by the individual's Line Manager

### General holiday principles:

- We may enforce holidays to be taken during periods of Furlough and/or at the end of the Furlough period, prior to returning to work. Notice will be provided where holidays are to be enforced. The notice will be twice the number of days to be taken, for example, one week of holiday will require two weeks' notice
- Planned shutdown of sites, as previously notified, may be deferred until further notice. Holiday days taken for this will be added back into the allocation
- The business may decide to shut down a site over a different time period. Two weeks' notice will be provided for any change to a site shutdown period of one week. Employees will take holiday during this time
- The business may extend the Christmas shutdown period across the whole of the Group and holidays are to be utilised for this
- During a period of Furlough Leave, any requests for annual leave are at the discretion of the business

- Furloughed workers are allowed to carry forward five days of unused holiday into the 2021 holiday year
- Critical workers are allowed to carry forward 20 days holiday into 2021 and 2022. In addition, employees who have built up a number of additional half-day holidays can also carry these forward into 2021 and 2022
- If an employee leaves their job or is dismissed during the two-year period (2020-2022), any untaken paid holiday will be added to their final pay ('paid in lieu')