



The Victoria Inn - Threemilestone
The Victoria Inn - Roche
The Norway Inn – Perranarworthal

"A warm welcome with pub grub - at our tables or delivered to yours"

HOLIDAY GUIDE

Introduction

This guide is to assist all team members and management with the holiday process and procedures. This applies to all team members regardless of length of service and who have been with the company for 12 weeks or more. With the exception of the Statutory Entitlements, the policy does not form part of your contract of employment, and we may amend it at any time.

Entitlement

The holiday year runs from 6th April to 5th April.

Under employment regulations Inn Cornwall has a duty to ensure team members have their statutory holiday to take each year. If your employment commences part way through the holiday year, your holiday entitlement during your first year of employment shall be calculated on a pro-rata basis.

Full-time members:

Team members who work in excess of 42 hours per week.

Entitlement of 5.6 weeks paid annual leave; (28 days for working five days a week).

Part-time team members:

Part-time team members are entitled to the same level of holiday, pro rata; (5.6 times your usual working week, for example: 22.4 days for someone working four days a week).

Holiday Entitlement Calculation

We have 7 holiday schemes, and the scheme you are on is a guide to your holiday entitlement for the year, for example:

Scheme 1: If you work one shift per week = 6 hours.

Scheme 2: If you work two shifts per week = 12 hours.

Scheme 3: If you work three shifts per week = 18 hours.

And so on

If your hours fluctuate from week to week, then your holiday entitlement may vary. We will re-evaluate your holiday scheme from time to time, taking your average hours worked over a 12-month period. This means your scheme/entitlement may go up or down.

BEFORE YOU BOOK ANY HOLIDAY (*Flights, hotels, canoes, etc*).

1. Please check with your manager to see if it's going to be possible for them to authorise your holiday in advance of booking.
2. You cannot take more than 10 consecutive days leave in any holiday year.
3. If wish to book more than 10 consecutive days leave in any holiday year you must get written consent from your manager or director.

Due to the nature of our business; we may not always be able to authorise holiday during peak times.

Our peak times are:

July 21st – 1st September

7th December – 1st January

Easter Holidays

To ensure adequate staffing levels and due to the nature of our business we kindly ask **for no holiday requests** on the following key days - Mother's Day and Father's Day. We may at our discretion refuse permission for your holiday. We would provide you with one weeks-notice, (of our intention to refuse) from the date of the initial holiday request.

Booking Holiday

1. You must give your manager advance notice that you want to take holiday.
2. You need to give at least 2 weeks' notice of any proposed holiday dates, and these must be agreed by your manager in advance.
3. It is not possible to have two team members booking holiday for the same period.
4. Holiday needs to be booked via the form on the staff webpages: -
[The Victoria Inn, Threemilestone](#) / [Norway Inn](#) / [The Victoria Inn, Roche](#)
5. Submitting a form does not guarantee the holiday requested. **It must be authorised by your manager.**

Any queries or to check your entitlement you can always contact us via email: hr@inncornwall.co.uk

Holiday Pay

Your holiday pay will be your normal weekly wage (excluding non-guaranteed overtime or flexible working).

If your pay varies from week to week, your holiday pay will be your average weekly wage over the previous 52 weeks. Or for individual days we will calculate your average shift paid. As a guide 1 shift = 6 hours.

Carrying Over Holidays

You do not have a right to carry leave over.

Carry-over of holiday will only be allowed in exceptional circumstances only and not as a matter of course. Permission for the carry-over will be at the strict discretion of the owner of the business (including company directors) and NOT the line, duty or general managers.

A maximum of five days (pro-rata for part-time team members) may be carried over and must be used within 6 weeks of the new holiday year.

Payment in Lieu of Holiday or 'Buying Out'

Under government guidelines, the Company is not permitted to exchange any untaken statutory holiday entitlement for pay. You must take all of your statutory holiday entitlement each year.

Holiday on your Payslips

The payslips that get e-mailed directly to each team member will now include a breakdown of holiday accrued to date, holidays booked, holidays taken and holidays remaining. It is the responsibility of the team member to manage their holiday.

The payslip that is uploaded to Sage HR only shows a shortened overview of the above. The difference being Sage HR payslips show all holiday that has been booked as holiday taken. For a full breakdown of holiday, team members should refer to the e-mailed payslip.

Termination of Employment

On termination of your employment, you shall be entitled to be paid in lieu of accrued, remaining (not used) holiday.

If you have taken more holiday than your accrued entitlement at the date of termination of your employment; we are entitled to deduct the appropriate sum from any payments due to you. Or you may be required to reimburse the company in full of any outstanding sums.

It may be required that you take any outstanding holiday entitlement during your notice period.

If you are unsure, have any questions or just wish to discuss, please do contact the office or any of your general managers.

We hope you have a wonderful holiday.