

As the situation with Coronavirus continues to evolve there will be impacts on colleague holiday arrangements, so we are providing additional guidance to recognise recent changes to the Government guidance around travel, carry forward of holidays and self-isolation requirements.

THE KEY PRINCIPLES

- There are no changes to your current holiday allowance or how you go about requesting or getting your holiday / leave approved using your normal divisional / business unit approach. Business areas will consider operational and customer needs in agreeing any leave requests. There may be specific requirements that are communicated locally.
- If your current work capacity allows, you should aim to take any holiday time you have already booked as planned, taking note of any self-isolation requirements should you choose to travel overseas.
- If due to business demands or extenuating personal circumstances you were unable to take your full 2020 holiday allowance you may have, with line manager agreement, carried up to the equivalent of 4 weeks (140 hours) into 2021/22 (inclusive of normal allowed carry over of up to 35 hours). This is pro rated for part time colleagues – so if for example you work 20 hours per week, the most you could have carried over with agreement is 80 hours.
- If you selected to buy or sell holiday through Flex for 2021 this continues to be reflected in your entitlement and is subject to the same guidelines above.
- Your health and wellbeing remains of paramount importance, so you should take your full holiday allowance and any carried forward days during 2021 if you can.

YOUR QUESTIONS ANSWERED...

CAN PRE-BOOKED LEAVE BE CANCELLED?

Wherever possible we expect leave to be taken as planned to support your wellbeing. Both colleagues and line managers can request that the timing of leave be changed. Your line manager will consider your personal circumstances, those of the wider team and operational demands in deciding whether to request any changes from you or to agree to any requests you may make.

Where changes are made to pre booked holiday during this time, you should try to book alternative holidays at the same time. This will aid ongoing resource planning, particularly over the traditionally busier holiday periods.

IF I POSTPONE MY LEAVE LATER INTO 2021 OR CARRY IT INTO 2022 WHEN CAN I TAKE IT?

- Business areas won't be able to agree to all requests if significant numbers of colleagues want to postpone holidays to later in 2021. While we recognise that the first half of 2021 looks to be similar to 2020 in terms of travel restrictions, colleagues should continue to book their holidays over the course of the year. Managers will look to balance requests across the team and agree requests in line with normal approaches.
- At least half of any holiday you carried forward should be used in 2021 and any remainder in 2022.
- Requests for longer holidays in 2021 and 2022 will be managed on a local basis, taking account of overall carry over in the business area. If you have agreed that holiday can be carried into next year, there is a [workday guide](#) to help you [here](#).

IF I DECIDE TO HOLIDAY OVERSEAS, HOW WILL SELF-ISOLATION PERIODS WORK WHEN I RETURN?

At all times you should be following Foreign Office advice on overseas travel and complying with the rules for re-entry into the relevant parts of the UK. You should be aware that travel insurance will likely be void if you choose to travel contrary to Government advice.

In all cases, if you intend to travel abroad while self-isolation periods are in effect, you should discuss your plans with your line manager. You should be prepared to discuss the options you have considered e.g. rescheduling, cancellations and re-booking and the impact any required self-isolation period will have on your ability to work. This means work options can be discussed and where necessary arrangements can be made for cover. Our approach while self-isolation periods are in place, is;

- If you **can work from home**, you should continue to do so during any self-isolation period. This is unlikely to be possible if you are required to quarantine in a hotel.
- If you are in a customer facing or other role where you **cannot work meaningfully from home (including hotel quarantine)** then;
 - If your trip/holiday was booked **before the initial UK lockdown came into force (23rd March 2020)**, and you accepted a re-scheduled future date in 2021 from the travel provider and this can still go ahead, then the Group will support the self-isolation period with paid leave.
 - If your trip/holiday is/was booked **after initial lockdown came into force** you will be required to use additional holidays to cover the self-isolation period or take unpaid leave.



Continuing to take holiday is important to support your wellbeing and resilience...

Current and future planned holiday should continue to be booked and managed in line with existing holiday guidance