

 Imagination

UK ANNUAL LEAVE GUIDE



WHAT'S IT ABOUT?

Everyone needs a break from work, and this is exactly what your annual leave is for. Spend some time doing what you enjoy, maybe with family or friends or some well-deserved you time.

Go on, book some leave – we're looking forward to seeing your photos and hearing all your stories!

All annual leave arrangements are set out in line with the Working Time Regulations and apply to all permanent and fixed term employees.

THE FEATURES

- ▲ The annual leave year runs from 1st January to 31st December.
- ▲ Make a start in planning your leave as you will need to take a minimum of 28 days in any given leave year (pro-rata for those working part-time) inclusive of bank and public holidays.
- ▲ It's great to have a little more time. You'll gain extra days in each leave year, up to a maximum of 3 days for full time employees and pro-rata for those working part time in line with your working hours and pattern.

Leave Year	Days Annual Leave
0	25
1	26
2	27
3	28

- ▲ Your manager does need to know when you are on leave. Use your planner in PeopleHR to request the time before taking it. Your manager will review and approve your request - the more notice the better. If your manager is not able to approve your request, they will, of course, discuss this with you.
- ▲ If you unfortunately become ill whilst on annual leave let your manager know as soon as you can.
- ▲ Your annual leave entitlement includes 3 days which must be taken during the office closure between Christmas and New Year (pro-rata for those working part-time).

THE FEATURES

- ▲ We always want you to use your full leave entitlement; after all, we all need to re-charge our batteries and your wellbeing is very important. In rare cases where this is not possible you can carry over a maximum of 5 days annual leave from one holiday year to the next, (pro-rata depending on your working hours and pattern for those working part-time). BUT annual leave may not be carried over if this means that you take less than 28 days leave, in the annual leave year inclusive of bank holidays.
- ▲ Carried over days must be used no later than 30th April in the following annual leave year. If they aren't used, they will be lost.
- ▲ Do you need some additional time off work for a special event or just want greater flexibility with work/life balance? You can enjoy even more flexibility by purchasing up to 5 days additional annual leave in any given year. Payment is taken from your monthly gross salary, creating savings in tax and NI contributions. Speak to your HR Business Partner for further details or have a look at the Holiday Purchase Guide page in UK Benefits on Confluence, for all the details.

Get planning and enjoy your time!



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This document is intended as a helpful guide for employees and summarises the principal Annual Leave provisions for Imagination's UK based employees, it does not constitute a comprehensive policy statement. In the event of a dispute Imagination Technologies will respect all relevant statutory requirements.