

Reference	247 POL 46
Version	1.0
Issue Date	19/01/2024
Approved	MD
Review Date	05/01/2027

247 Alliance Ltd

Holiday Policy

247 Alliance Ltd – Holiday Policy

(ACS & ISO 9001:2015 Compliant)

1. Purpose

The purpose of this policy is to clearly define annual leave entitlements, request procedures, approval responsibilities, and record-keeping requirements, ensuring fair, consistent, and transparent management of employee holiday allocation in line with SIA ACS standards and ISO 9001:2015.

2. Scope

This policy applies to all employees of 247 Alliance Ltd, including full-time, part-time, temporary, and zero-hours staff.

3. Policy Statement

247 Alliance Ltd is committed to ensuring that all employees are able to take paid annual leave in accordance with statutory requirements and company standards. Holidays will be managed fairly, without discrimination, and in a way that supports employee wellbeing while maintaining operational continuity.

4. Annual Leave Entitlement

4.1 Statutory Entitlement

All employees are entitled to the statutory minimum annual leave as set out in the Working Time Regulations (currently 5.6 weeks per year, pro-rated for part-time and zero-hours staff).

4.2 Accrual

- Leave accrues monthly throughout the holiday year based on contracted hours.
- Zero-hours employees accrue holiday based on hours worked, calculated at 12.07% of total hours.

4.3 Holiday Year

The 247 Alliance Ltd holiday year runs from **1 January to 31 December**.

4.4 Carry-Over

- Up to **5 days** may be carried over with management approval.
- Larger carry-over may be agreed only in line with statutory requirements or exceptional operational needs.

4.5 Bank Holidays

Bank holidays form part of the annual leave entitlement unless otherwise specified in employment contracts.

Reference	247 POL 46
Version	1.0
Issue Date	19/01/2024
Approved	MD
Review Date	05/01/2027

247 Alliance Ltd

Holiday Policy

5. Requesting Annual Leave

5.1 Procedure

All employees must:

1. Submit a holiday request using the company's HR system/email template.
2. Provide a minimum of **14 days' notice** for leave under 5 days and **28 days' notice** for leave of 5 days or more.
3. Await written confirmation before making any personal arrangements.

5.2 Approvals

- Line managers are responsible for reviewing and approving holiday requests.
- Approval is based on:
 - operational requirements
 - staffing levels
 - fairness and rotation among team members
 - compliance with ACS service delivery requirements

5.3 Restrictions

- No employee is permitted to take more leave than they have accrued.
- During peak operational periods, leave may be restricted with reasonable notice.

6. Refusal of Leave

A request may be refused if:

- Operational staffing requirements cannot be met,
- Multiple employees have applied for the same period,
- Insufficient notice is provided, or
- The employee has insufficient accrued hours.

All refusals must be communicated professionally, accompanied by an explanation, and, where possible, alternative dates.

7. Recording and Monitoring (ISO 9001:2015 Compliant)

To comply with ISO 9001:2015 Clause 7.1 (Resources), Clause 7.2 (People), and Clause 7.5 (Documented Information):

- Holiday records will be maintained through the company's HR system and retained for **6 years**.
- Records must be accurate, up-to-date, and accessible to authorised personnel only.
- Managers must ensure adequate staffing levels are maintained when approving leave.
- HR will conduct periodic internal audits to ensure consistency, accuracy, and compliance.

Reference	247 POL 46
Version	1.0
Issue Date	19/01/2024
Approved	MD
Review Date	05/01/2027

247 Alliance Ltd

Holiday Policy

8. SIA ACS Alignment

This policy supports ACS requirements by:

- Ensuring fair and transparent employee management.
- Promoting employee wellbeing and work-life balance.
- Ensuring operational readiness through proper leave planning.
- Maintaining robust documentation and audit trails for compliance checks.

9. Responsibilities

Employees

- Submit holiday requests in a timely manner.
- Ensure holiday plans do not conflict with confirmed work commitments unless approved.

Line Managers

- Review and approve/decline requests fairly.
- Ensure correct staffing levels.
- Maintain accurate records.

HR Department

- Oversee policy compliance.
- Maintain and audit documentation.
- Provide support and guidance.

10. Policy Review

Malik Mustafa

Director

05/01/2026

Signed:



Review Date: 05/01/2027