

Holiday, Leave and Time Off Policy

Our approach

Taking time off is important. It helps you rest, recharge, and come back to work at your best. We actively encourage you to use your full annual leave entitlement every year.

Your entitlement

Your individual annual leave entitlement is set out in your contract of employment. It is in addition to public (bank) holidays, unless your contract states otherwise.

If you work part-time, your entitlement will be calculated on a pro-rata basis.

The statutory minimum is 5.6 weeks (28 days including bank holidays) per year. Your contract may provide more than this.

Booking leave

Please request leave through your manager, giving reasonable notice. As a general guide, give at least twice as much notice as the leave you are requesting - so for one week off, give at least two weeks' notice.

Please wait until your leave has been confirmed in writing before booking travel or accommodation. We will do our best to approve requests quickly, but there are times when we cannot grant leave due to operational needs or staffing levels. We would not want you to be out of pocket because of a change in plans at our end, so please hold off on committing to any costs until you have had written confirmation.

School holidays and half-terms are popular, and we understand why. If you have children of school age, getting time off during the holidays matters. We will do everything we can to accommodate as many requests as possible, but we do need to make sure we have enough cover to keep things running. If we cannot approve your preferred dates, we will try to find a fair alternative.

We know that life does not always go to plan. If you need to cancel pre-booked leave, let your manager know in writing as soon as you can. We will do our best to accommodate the change, though there may be occasions where a cancellation would create real difficulties for the business and we are unable to agree to it.

Falling ill on Holiday

If you fall ill during a period of pre-booked annual leave, let your manager know as soon as you can - the same way you would on any other working day. If you do this and can provide a fit note or other medical evidence covering the days you were unwell, we may be able to reclassify those days as sick leave and give you the equivalent time back as annual leave.

later in the year. This applies to leave that falls within your statutory entitlement. Any replacement leave will need to be agreed with your manager in the usual way.

If you fall ill while you are abroad, please get in touch as soon as you reasonably can. We will take it from there together.

Carry-forward

We encourage you to take your full entitlement within the leave year. If you are unable to, limited carry-forward may be possible - speak to your manager.

If you have been unable to take leave because of sickness, maternity leave, or another statutory absence, special carry-forward rules apply. Your manager can advise you.

Leaving the company

When you leave, any unused leave will be paid in your final pay. If you have taken more leave than you have accrued, the difference may be deducted from your final pay.

Public holidays

Your contract will confirm how public holidays apply to you. If you are required to work on a public holiday, you will normally receive an alternative day off or additional pay, depending on your terms.

Questions

If you have questions about your leave entitlement, how to book, or carry-forward, speak to your manager or contact peopleteam@milbank.co.uk.

milbankgroup.co.uk

Version	Date	Author	Changes
V1	05/01/2025	Milbank Group	Creation
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