

TSW ELECTRICAL SERVICES LTD

Annual Leave Booking Process

1. Annual Leave Allowance Overview

Standard Entitlement

- **Total Annual Leave: 28 days / 224 hours**
 - **20 days (160 hours)** – Standard allowance
 - **8 days (64 hours)** – Bank Holidays

Free-Use Holiday

- From the 160 hours of standard allowance, the business typically closes for **2 weeks at Christmas**, which uses:
 - **56 hours (7 days)** of the standard holiday entitlement
- **This leaves 104 hours** (approx. 13 days) to use freely throughout the year.

Unpaid Leave Allowance

- Each employee is entitled to **40 hours of unpaid leave** per year (subject to approval). This is primarily to be used for appointments and unforeseen circumstances

Holiday Reset Date

- **All paid and unpaid holiday allowances reset on 6th January each year.**
- Any unused hours **do not carry over** and will be lost.

2. Additional Holiday for Electricians (Service Bonus)

Qualified Electricians receive a service-based holiday bonus:

- For every full year of service completed, an electrician earns **+8 hours** additional holiday.
- This starts from the first **January 6th** after they have completed **1 full year** of service.
- Accrues annually up to a **maximum of 40 hours total** (equivalent to 5 bonus days).

3. Booking Annual Leave – Step-by-Step Process

Step 1 – Submit Request on Xero Me

- All annual leave must be booked through the **'Xero Me' App**.
- Requests must be submitted with a **minimum of 2 months' notice** for planned annual leave.
- Until you receive **formal approval**, the leave is **not considered booked**.

Step 2 – Approval

- Management will review each request to ensure:
 - Adequate staffing levels
 - No conflicts with major jobs or projects
 - Holiday allowance available
- Once approved in Xero Me, the leave becomes **officially booked**.

Step 3 – Single/Short Notice Days

- For single days or shorter requests:
 - Provide **as much notice as possible**.
 - These **must still** be submitted via Xero Me.
 - Approval is required before they are considered booked.

Step 4 – Emergency or Urgent Leave

- Emergency or urgent leave will be considered at management's discretion.

- These will be logged appropriately in Xero Me.
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4. Christmas Closure Requirements

- TSW typically closes for **two weeks over Christmas**.
 - You must reserve:
 - **7 days (56 hours)** of your standard holiday allowance
 - Plus the **3 Christmas-period Bank Holidays (24 hours)**
 - If you do not have enough hours, the remaining time may be taken as **unpaid leave**.
 - Please note:
You may be required to work on certain Christmas dates depending on business needs.
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5. Working Back Time (Short-Time Leave / Time Off in Lieu)

This applies to situations such as leaving early for a doctor's appointment, attending school meetings, or other short-duration needs and you would rather work extra hours to cover the time off rather than use your allowance.

Rules for Working Back Time

- If you need to leave work early (e.g., **2 hours early**), this can be **worked back within the same week**, provided:
 - It is **pre-approved** by management
 - You still achieve **40 hours worked total** that week

How to Work Back Hours

- Extra time can be worked:
 - Later the same day
 - Another day in that same week
 - Earlier starts or later finishes
- You must communicate your plan and have it **approved**.

If 40 Hours Are Not Reached

If by the end of the week you have **not** worked back the hours:

- The missing hours will be deducted from your **40 hours unpaid leave allowance**.
- If unpaid leave allowance is used up, this will be taken from next years unpaid allowance

Key Conditions

- Working back hours **must be agreed in advance**.
 - Hours cannot be carried to following weeks.
 - This system is for **short-time absences only** (up to a few hours), not full days.
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6. Pre-Leave Requirements

Before starting your annual leave, on your **last working day** you must:

1. Ensure **Commusoft** is fully up to date
 2. Submit all **timesheets**
 3. Upload/complete all **certificates**
 4. Provide a **detailed handover sheet** for any job left incomplete
 - This prevents you being contacted while on leave
 - Ensures continuity of work for the next operative
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7. Summary of Key Rules

- ✓ All leave must be booked in Xero Me
- ✓ Minimum **2 months' notice** for planned leave
- ✓ Leave is **not approved** until confirmed in the app
- ✓ Use **104 hours** freely across the year
- ✓ Keep **56 hours** aside for Christmas closure
- ✓ Up to **40 hours unpaid leave** allowed per year
- ✓ Holiday resets on **6th January**
- ✓ Electricians gain **+8 hours per year of service** (up to 40 hours)
- ✓ Full handover & admin must be completed before leave