

## **FALCON FOODSERVICE EQUIPMENT**

### **HOLIDAY PLAN 2023/2024**

#### **HOURLY PAID AND WORKS STAFF**

##### **Spring**

Monday 10 April 2023	-	Friday 14 April 2023	5 Days
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##### **Summer / Autumn**

Between Monday 1 May 2023	-	Friday 24 November 2023	15 Days
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##### **Christmas/New Year**

Finish Friday 22 December 2023	-	Return Friday 5 January 2024	9 Days
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Floating Days			5 Days
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TOTAL			<b><u>34 Days</u></b>
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**April Spring holiday is a fixed week production shutdown.**

**Summer/Autumn holidays: Must be taken as weekly blocks.** To enable planning employees are required to forward their holiday requests to their Team Manager no later than 8 weeks prior to the holiday. This will allow our Company to plan production and secure materials to meet customer demand.

**Employees are reminded that holidays must be agreed by their Manager with notice. Holidays should not be booked before having holiday application agreed.**

Banked Hours: the Company continues to offer employees the opportunity to bank as standard up to 20 hours. Banked hours used for whole day non-attendance, **May only be used once all holiday entitlement has been used.**

**October 2022**