

THIS AGREEMENT is made the << day >> of << month >> << year >>

BETWEEN:

- (1) <<Name of Company>> a <<Country of Registration>> under number <<Company Registration Number>> whose registered office is at <<Registered office>> ("the Company")
- and
- (2) <<Name of Employee>> of <<Company>> ("the Employee")

WHEREAS:

- (1) The Employee has been entitled to a statutory right to Additional Holiday Entitlement under the (Employment) Regulations 2007 ("the Regulations") resulting in a entitlement of << 28 if full time, pro rata for part time >> days;
- (2) The Company wishes to ensure adequate staff cover for the Additional Holiday Entitlement under the Regulations

IT IS AGREED as follows:

1. Definitions and Interpretation

1.1 In this Agreement:

"Additional Holiday Entitlement"

"Leave Year"

1.2 In this Agreement will

2. Carry Over of Additional Holiday Entitlement

2.1 Any unused Additional Holiday Entitlement will be carried over into the next Leave Year.

2.2 The maximum amount of Additional Holiday Entitlement which can be carried over shall not be more than the amount of statutory holiday above this amount.

2.3 There shall not be a carry over of Additional Holiday Entitlement into a further Leave Year.

pro 8 days statutory holiday << full time >> entitlement << 28 if full time, pro rata for part time >> entitlement under the Regulations above;

period used by the Company for the calculation of annual holiday, which shall be from << date >> to << date >>.

shall not include any other gender.

of the Employee will be carried over into the next Leave Year following.

amount which can be carried over is the amount of statutory holiday above this amount per Leave Year.

of Additional Holiday Entitlement shall be as set out in Sub-clause 2.1.

3. **[Employee's Obligations]**

The Employee will not take more than 20 days of leave over and above the << 20 if full time, pro rata for part time << 20 if full time. [Unused leave can not be carried forward.]

4. **Company's Obligations**

4.1 During the Leave Year, the Employee's Annual Holiday Entitlement is carried over the Company's obligation to avail himself of his full holiday entitlement for the Leave Year. The Employee shall use the holiday carried over.

4.2 The Company shall ensure that the Employee is able to use the holiday carried over for the purpose of making arrangements for his employment with the Company. Unused holiday if the Employee's

SIGNED by

<<Name and Title of person signing
for and on behalf of <<Company Name>>

SIGNED by

<< Employee's Name >>