

## **Whitehouse procedures for holidays and time off**

- Holiday can only be taken if booked off and written confirmation with George/Rosie/Claudia .
- Holiday must be booked at least 1 month in advance or it will not be granted.
- No Holiday to be taken through School holidays / Bank holidays.
- If there is a special reason you will require to be off during the school holidays (for example to attend a wedding) 6 weeks notice will be required.
- Holiday cut off is annually on 1st January. This will reset your holiday balance.
- As you work you earn. If you do not have enough accrued in your balance holiday days off will not be granted.
- If you would like to know how much you have accrued please ask George/Rosie/Claudia.