

Taking a holiday important for your wellbeing. We have a good holiday allowance which gives you more opportunity to take a break from work. Managers will do their best to balance your holiday requests with the needs of the business.

Entitlement

- The holiday year runs from 1 April to 31 March.
- You receive at least 28 days holiday per year including bank holidays. If you work part time you'll be entitled to a reduced amount, reflecting the number of days you're contracted to work.
- Your contract sets out any additional holiday that you are entitled to.
- You can carry a maximum of five days over into the next holiday year. If you want to carry over more than five days, you will need to speak to your manager.
- You will be able to take your annual holiday allowance in the relevant holiday year.



Requesting holiday

- Every unit has their own way of managing holidays. Speak to your manager about how things are done in your area.
- Managers will try to accommodate your holiday requests, but need to ensure there is always enough cover. There may be times when requests can't be granted.
- During busy periods, like Christmas, it may be difficult for your manager to give time off. Holiday is therefore not generally available at this time.



Bank and public holidays

In Royal Mail:

- If a bank holiday falls on a day you would normally work, you take the day off.
- If your rest day falls on a bank holiday, your manager will check if workload allows for you to have another day off that week.
- If you are unable to take another day off, you can either:
 - add the day to your annual holiday entitlement; or
 - take the excess hours paid as overtime. This will be paid at the Monday to Saturday overtime rate
- **If you work for Parcelforce Worldwide**, ask your manager how bank holidays are dealt with.
- **If you have a part-time contract**, your bank holiday allowance will be pro-rated depending on the number of days you work, e.g.:
 - 5 day contract – full entitlement of 8 bank holidays
 - 2 day contract – 3 bank holidays

Want to know more?

Full details are available in the Annual holiday policy and guide and the Bank and public holiday guide, available on the Policy and information site on PSP. Further useful information on time off can be found in the Time off: other leave and Being a parent at-a-glance summaries.