



# Birthday Leave Policy

The Company offers a discretionary **one day** of paid Birthday leave for each employee for the purpose of celebrating his or her birthday. The leave aims to give the employee a 'day off' on his or her birthday or to form a 'long weekend' immediately before or afterward. This leave does not form part the employee's annual leave entitlement.

To be eligible for Birthday Leave the employee must have:

- successfully completed his or her probationary period prior to the date of his or her birthday,
- have no outstanding disciplinary sanctions (including verbal) on file at the date of his or her birthday,

Birthday leave must be booked and authorised by management in advance:

- to be taken within one calendar week of the employee's birthday,
- All birthday leave must be requested no less that 1 month before the required date, and notice must be approved before the employee makes any arrangements. (The Company will not be liable for any loss you suffer if the leave has to be refused.)

The birthday leave request will be reviewed in line with the company's holiday matrix and the business requirements in deciding whether to approve the request.

The company reserves the right to decline or reschedule the Birthday leave, if the requested date cannot be approved, the employee will have an extended period of two calendar weeks in which to take the Birthday leave, subject to approval.

Any decision to grant paid Birthday leave is at the discretion of the company and in no way forms part of your contractual rights.

Should you leave the company before the date of your birthday, you will not be entitled to Birthday leave or any payment in lieu of Birthday leave. The Company reserves the right to vary, amend or withdraw this benefit without notice.

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Please detach, sign and return to the office:

I confirm that I have received, read and understand the Denhay Farms Birthday Leave Policy.

NAME:.....

SIGNED:..... DATE:.....