

Taking holiday is 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 hours 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.



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 you're not scheduled to work on a Bank holiday, you'll receive the equivalent number of hours as a credit to the hours you would have worked.
- 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 that's not possible, 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.



Want to know more?

Full details are available in the [Annual holiday policy](#) and guide for employees, available in the Policy and information section on PSP. Further useful information on [time off](#) can be found in the Time off: other leave and Family friendly at-a-glance summaries.