

LAY-OFF PROCEDURE


In the event of a shortage of work as an initial solution, we may require you to take some, or all, of your unused accrued paid holiday entitlement, which has not previously been confirmed as agreed and booked.

If due to a temporary shortage of work, if it becomes necessary to place you either on short time or lay you off without pay, such action will be taken in accordance with current employment legislation.

We will in such circumstances apply the statutory guarantee payments as appropriate.

As much notice as is reasonably practical will be given for any of the above situations.

Rotunda Policy Review Record

| Reviewed by: | Approval date: | Review frequency: | Review date: | Signed: |
|--------------|---------------------------|-------------------|---------------------------|--|
| Maxine Ennis | 11 th May 2024 | Annual | 12 th May 2025 |  |