

CALL FOR SUPPORT



Topic: Employee Requests to Cancel Annual Leave scheduled during Covid 19 Restrictions

Information Requested: An ICBE member company is experiencing a high level of requests from employees to cancel Annual Leave which has been booked for Easter/period of Covid Restrictions. The concern is that this will have a knock on effect later in the year.

Objective: To learn how other companies are dealing with this issue?

Company A

So far this year they have had to supply their wishes up to the end of June, anything beyond this point is noted but not approved, to ensure that everyone gets a fair chance at booking for school holiday and other peak periods. The next round starting 01 May 20 I will be requesting their plans to the end of September. Then at the start of July for the rest of the year. That way they have ample opportunities to plan make requests and I have a chance to plan the absences to ensure adequate coverage is retained. I have had a few requests to cancel holidays so far, the staff accept that they have the responsibility to plan and use their holiday to ensure that we cover the work.

Company B

We have not put anything in place on this as yet. We are allowing people to cancel. However we are a) encouraging people to take leave during the crisis to take a break and b) will put something in place to manage when things return to normal i.e. ensure people take at leave 5 days per quarter for remainder of the year.

Company C

Our approach right now is as follows (and subject to change).

- We are asking all employees to keep their already booked vacation and not cancel (although we have allowed some cancellations)
- Where we have allowed cancellations we have asked employees to re-book later in the year
- We are asking employees to use 30% of their annual leave balances by June 30
- We have a policy allowing no more than 5 days carry-over year over year which we are keeping in place for 2020 at the moment – we have made exceptions to this over the years
- Lastly, any carry-over is meant to be used by March 31 the following year, however, we have pushed this out to June 30 in 2020

Company D

I believe a lot of companies are struggling with this and I know a few organisations have issued communication to all employees saying that they must use 25% of their annual leave entitlement during the 3 month period March – May (business need allowing) to ensure that people are getting adequate opportunity to rest and recharge

Company E

To date we have been allowing employees to cancel annual leave.

Company F

We are allowing people to cancel holidays so that we can be sure of having a full-compliment of people available. We are going to allow people to carry holidays into next year.