*\*\*BLUE TEXT SHOULD BE REMOVED BEFORE ISSUE\*\**

***Reminder to take holiday***

*Use this template to prevent the inadvertent carryover of annual leave and to:*

* *give workers a reasonable opportunity to use their leave by the end of the holiday year, what is reasonable will depend on multiple factors i.e., if there are any upcoming busy periods and the amount of leave the worker has remaining*
* *actively encourage and remind them to use their leave by the end of the holiday year*
* *warn them that any leave not taken by the end of the holiday year will be lost unless carry forward has been approved in writing in advance by their manager (or there are exceptional circumstances* *such as sick leave, maternity leave, or other family related leave where workers are unable to take some or all of their statutory annual leave entitlement)*

Date. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . *(insert date)*

Dear . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . *(insert name of employee)*

The Company’s holiday year runs from ……… *(insert date)* to ……… *(insert date)* and, according to our records, to date you have only taken ……… *(insert number)* days out of your total annual leave entitlement of ……… *(insert number)* days. This means that you have ……… *(insert number)* days still to take. It is the Company’s general policy that employees should use up their annual leave entitlement during the holiday year in which it is earned and therefore time is now starting to run out for you to use up your entitlement.

You have no contractual right to carry over unused annual leave entitlement from one holiday year to the next and neither are you entitled to receive a payment in lieu of unused annual leave entitlement, except on termination of employment. You must therefore use all of your annual leave entitlement by the last day of each holiday year and annual leave entitlement not used by the correct date will usually be lost, unless there are exceptional circumstances under which you are legally entitled to carry over (such as where you are unable to take some or all of your annual leave due to being absent on sick leave or maternity leave) or carry over has been approved in writing in advance by your line manager.

We actively encourage you to use all your annual leave entitlement by the last day of each holiday year in order to avoid the risk of losing it. This letter is therefore to remind you to apply to take, and then to take, the remainder of your annual leave entitlement for the current holiday year before the holiday year comes to an end on ……… *(insert date)*. Otherwise, any annual leave not taken by the end of the holiday year, which cannot be carried over, will be lost.

If you wish to discuss any aspect of this letter, please contact ……… *(insert name of contact)*.

Yours sincerely

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For and on behalf of the Company