

## COVID 19 Daily Brief – 18<sup>th</sup> May

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In today's brief:

- Reminder - P4 Pass renewals
- Update - Interserve Holiday Policy

# EXPIRED P4 PASS DO NOT ATTEMPT TO ACCESS SITE

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The phased return to work at Sellafield Site has seen an increase in events whereby individuals have attempted to gain access with an expired P4 Pass. Please note the following guidance:

If your pass expires shortly but you are NOT required to attend site in the next few weeks, you must NOT attend site for pass renewal. This can be done once site returns to normal attendance arrangements; building access permissions will not be lost.

When you are required to attend site, please check the date of expiry on your P4 Pass. DO NOT ATTEMPT ACCESS WITH AN EXPIRED PASS. In these circumstances it is your personal responsibility to attend the Pass Office at B113 for the purpose of renewal.

At this present time the Pass Office is open Monday, Wednesday and Thursday 0800 to 1000 for Pass Issue.

Strict social distancing measures should be adhered to therefore only 4 individuals will be permitted access into the Pass Office at any one time; Pass Office door will remain locked at all times in order to control numbers; Please be patient and only attempt to access the office when called forward to do so; Social distancing should also be maintained while queuing outside.

Thank you for your continued patience and understanding.

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## Interserve Holiday Policy - Updated

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The temporary policy applies to all employees and workers for the 2020 leave year. Individual entitlements to annual leave (or holiday) are set out in the contracts of employment or terms and conditions (i.e. 25+8 for staff) and nothing in this temporary policy changes those entitlements.

We have a duty to make sure that employees take holiday within the leave year. For a full-time employee, the statutory holiday is 28 days (20 + bank holidays) which is pro-rated for part-time employees. So that at least statutory holiday is taken, we require the following for employees whose holiday year runs from January to December:

70% of an employee's annual leave entitlement should ideally be taken by the end of September 2020 (meaning 14 statutory days leave plus bank holidays that fall due in that period), which will leave 8 statutory days plus bank holidays between October and December to take.

The ability to carry 7 days over into 2021 also remains.

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