

COVID 19 Daily Brief – 5th May

- Holidays – Policy Reminder
- Returning to Site – SRP Preparatory Works

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➤ **Holidays**

➤ **Jacobs Revised Policy**

- If you have Holiday Year 2019 carry-over vacation, you must exhaust this before 30 June 2020
 - Further, all staff must take one week of remaining Holiday Year 2020 vacation before 30 June 2020 so that we can support our clients later in the year when project work restarts
 - Blue collar team members are requested to support the above company initiatives in this difficult time
 - In instances where you don't schedule leave, your Line Manager will schedule the leave, and advise you accordingly.
 - Only if a client request for services is hindering you from taking the holiday, will an exception be granted.
 - Exceptions can only be granted by a Senior Vice President.
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➤ **Holidays**

➤ Interserve Revised Policy

- If you have Holiday Year 2019 carry-over vacation, you must exhaust this before 30 June 2020
 - Further, all staff must take the following leave:
 - 50% of annual leave entitlement by 30 June 2020
 - 70% of annual leave entitlement by 30 September 2020
 - This includes statutory holidays
 - This is being done so we can support the clients later in the year when the project work restarts
 - For those Self isolating when a pre booked holiday is planned there is no automatic right to cancel leave and treat as sick leave
 - Blue collar team members are requested to support the above company initiatives in this difficult time
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➤ **Returning to Work**

➤ SRP

- Preparatory work for the potential SRP restart will commence tomorrow follow the site stakeholder and safety Representatives dial in today.
- This will be following the BD model for distancing & other Covid arrangements
- Further details regarding project restarts will be published as they are known.

➤ Thank you:

- Earlier today our site operations team completed another task in support of site requirements, feedback is very positive and another job well done.
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