

## HOLIDAY PROCESS CLARIFIED

Dear Colleagues,

Colleagues have raised concerns when trying to book Holidays.

These points of concern were raised recently at the ASDA Retail Joint National Forum, by your National GMB Reps on the 17th June.

The company clarified their position as follows:-

- Colleagues Holiday Forms should be signed or declined within 5 working days — if not, take it to your PSM.
- It is not up to you to find cover for your Holidays. If you are told you can only have Holidays if you find cover, again take the matter up with your PSM as that is unacceptable.
- Colleagues are allowed to book single day holidays, i.e. Saturday, or Sunday, there is no company policy that requires colleagues to book leave in full week blocks.

If Colleagues are expected to apply or take leave differently to the above arrangements at your store, and your PSM has been unable to resolve this situation, you should contact your GMB Steward, or in the absence of such, your regions GMB National Forum/ Deputy Forum Rep to help resolve the matter informally, if that fails you can escalate the matter, which your GMB Steward will be able to assist with you.

Yours Sincerely,

*Mick Rix*

Mick Rix  
National Officer

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