## ANNUAL LEAVE



We know that we currently cannot take trips away - however, it's never been more important for your own health and wellbeing to take some quality downtime away from your work.

We are therefore encouraging all staff to adhere to the annual leave terms detailed in our Conditions of Service - Leave, and ask you to plan your leave proportionately across the year.

If you have any queries please speak to your line manager in the first instance.



