



## Term Time Working Policy

1. Introduction
  - 1.1 CAPITAL SHIELD SECURITY LTD wishes to recruit and retain employees with valuable skills and experience and recognises the benefits of flexible working. It is CAPITAL SHIELD SECURITY LTD's policy to ensure that, as far as possible, employees are able to combine their career and childcare responsibilities.
  - 1.2 Requests from employees for term-time working will be reviewed on their own merits and agreement to a request will depend on an assessment of whether or not the individual employee's work can be carried out on a term-time basis without any detriment to CAPITAL SHIELD SECURITY LTD's business. CAPITAL SHIELD SECURITY LTD cannot guarantee that it will agree to every employee's request to work on a term-time basis.
  - 1.3 Term-time working is a form of flexible working whereby an employee remains on a permanent employment contract, but has the right to take an unpaid leave of absence during the school holidays.
  - 1.3.1 All CAPITAL SHIELD SECURITY LTD Limited employees with a minimum of 26 weeks' continuous service have the right to request flexible working and to have their request considered seriously by CAPITAL SHIELD SECURITY LTD.
2. **Eligibility**
  - 2.1 All employees are eligible to apply to work flexibly if they meet the following criteria. They must:
    - 2.1.1 be an employee who has worked for CAPITAL SHIELD SECURITY LTD continuously for at least 26 weeks; and
    - 2.1.2 not have made a successful application to work flexibly in the preceding 12 months.
  - 2.2 Employees who would like more information on term-time working or any other forms of flexible working should see CAPITAL SHIELD SECURITY LTD Flexible Working Policy and/or speak to operations manager.
3. **Procedure**
  - 3.1 Any employee who wishes to request a term-time working arrangement should apply under CAPITAL SHIELD SECURITY LTD's flexible working procedure, as set down in the Flexible Working Policy.
  - 3.2 CAPITAL SHIELD SECURITY LTD will give serious consideration to all requests for term-time working.
4. **Salary Arrangements**
  - 4.1 Salary will be based on the number of term-time hours to be worked by the employee and will be paid in 12 equal monthly OR 52 equal weekly instalments.
5. **Annual leave**
  - 5.1 Employees who work on a term-time basis should notify CAPITAL SHIELD SECURITY LTD of the term dates for the following academic year by the end of the summer term preceding that academic year and confirm what weeks they will work during the following academic year.
  - 5.2 Term-time working employees must take their paid annual holiday entitlement during the school holidays.



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### 6. Work during school holiday periods

6.1 Term-time working employees will be expected to attend the workplace for training, performance reviews, team meetings etc. Whilst every effort will be made to arrange mutually convenient dates during term time, this may not always be possible. In these circumstances, CAPITAL SHIELD SECURITY LTD will give employees adequate notice of such dates in order to enable the employee to make alternative care arrangements.

6.2 Employees must agree with HR Manager how they will keep in touch during all school holiday periods.

### 7. Terminating the term-time working arrangement

7.1 As term-time working arrangements are aimed at employees with school-age children, the appropriateness of such arrangements will be reviewed annually. Once term-time working is no longer required, it is expected that employees will agree to a revised working arrangement with CAPITAL SHIELD SECURITY LTD.

The Managing Director shall review this policy annually or following significant changes.

A handwritten signature in black ink, appearing to be "J. Smith", is written over a horizontal line.

CAPITAL SHIELD SECURITY LTD

This policy is reviewed on 01/01/2026