

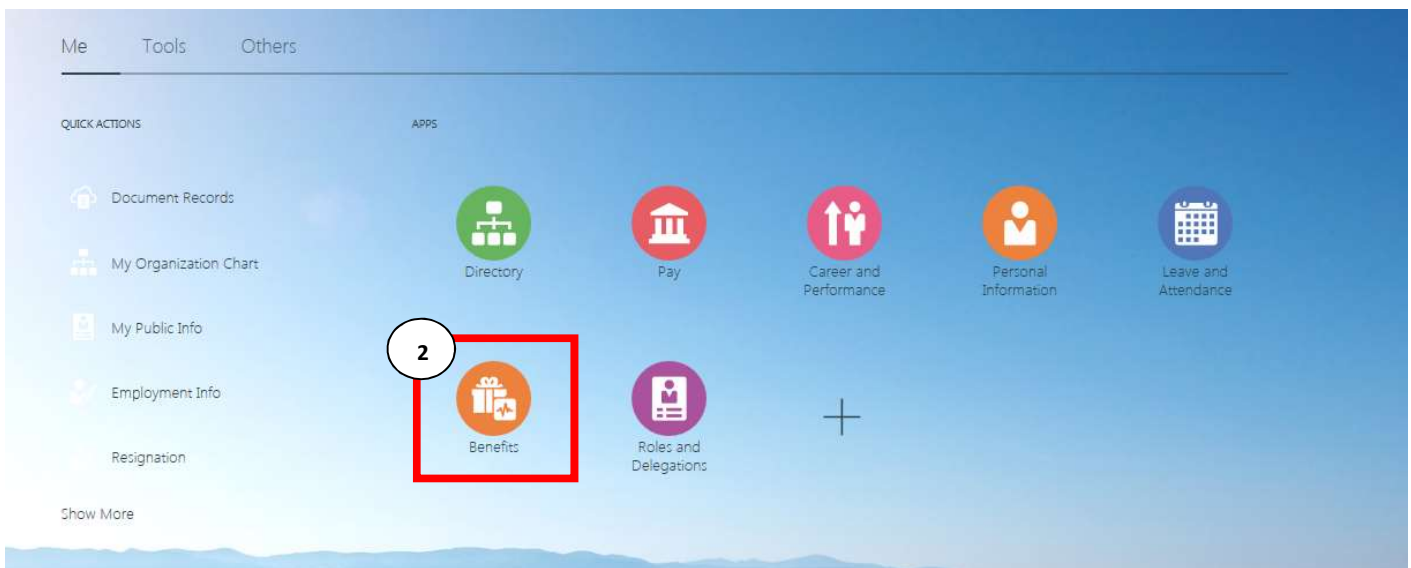
Applying Holiday Trading through myHR portal

During the Holiday Trading window, employees have the opportunity to buy/sell holidays in line with the company policy. Employees will be invited to participate in the Holiday Trading during specific dates.

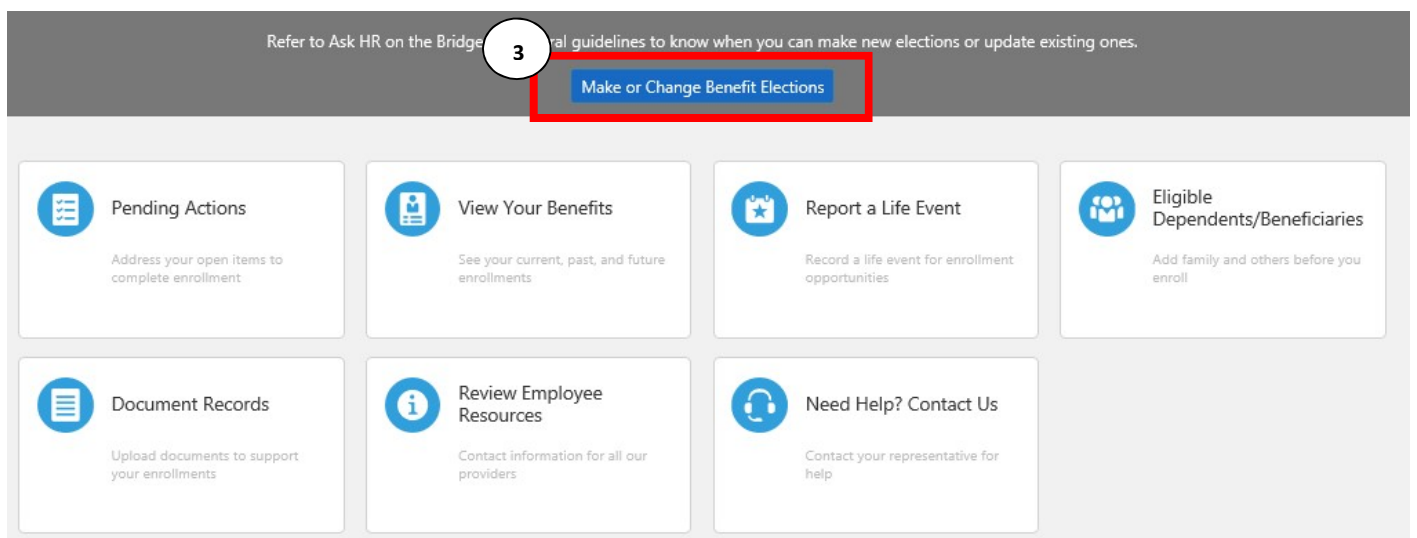
Please follow the steps below to buy or sell holidays.

Step 1: Login to my HR portal

Step 2: Click on Benefits

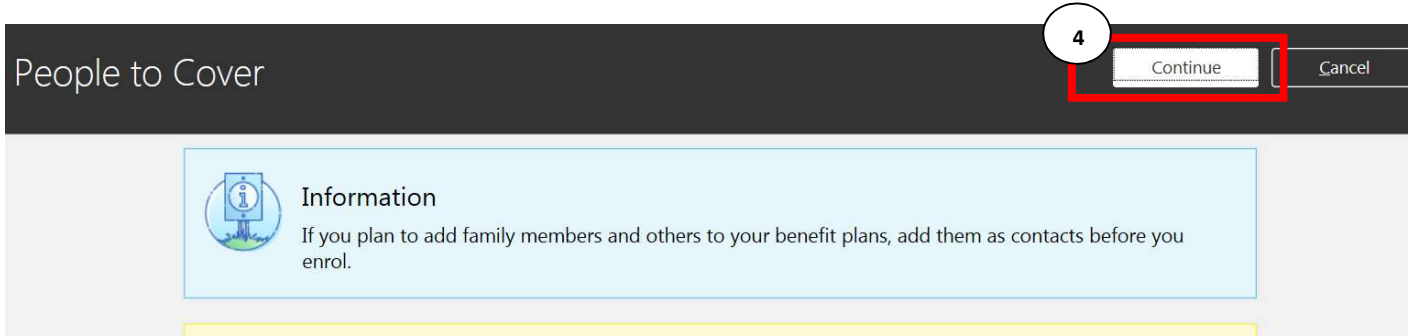


Step 3: Click on 'Make or Change Benefits Election'



Applying Holiday Trading through myHR portal

Step 4: Click 'Continue'



Step 5: Click 'Accept'

Authorization

I confirm that the information I am providing is correct and that, if my application is approved by Carnival UK, I am authorising the holiday trading benefit selections and salary payments or deductions (known as Salary Exchange).

I understand that these salary payments or deductions are a change to my terms and conditions of employment, and that they will be in place, typically, for a period of one year.

I understand that, if my application is approved, I have committed to the scheme for the entirety of the full scheme year and cannot change my selection during the year.

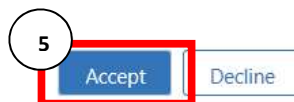
If my annual salary falls below £13,500 I understand that I will automatically be opted out of Salary Exchange arrangements and either a deduction will be taken from my net pay, or my benefit may end.

By clicking Accept/Submit, I confirm that:

- I agree to the exchange agreement, which is a change to my terms and conditions of employment and I understand the implications the exchange may have on any state benefits that I may become entitled to.
- I have read, understood and accepted the Holiday Trading Scheme rules on Ask HR.
- I authorise the use of my personal data in order for the benefits to be provided.

Please note that "Your Total Cost" will display 0.00 until you submit your holiday trading benefit selection. Your payments or deductions will be shown once you have clicked "Submit" on the Review page.

If you want to change your selection this can be done at anytime during the Holiday Trading window.



Applying Holiday Trading through myHR portal

Step 6: To buy/sell holidays, click on the 'Edit' button next to the Holiday Trading benefit

Step 7: If you want to buy additional hours, please tick 'Buy Holiday Hours'. If you want to sell holidays, you must select the 'Sell Holiday Hours' option.

Applying Holiday Trading through myHR portal

Step 8: Select number of hours to buy or sell. The maximum you can buy is an equivalent of your working week (35 or 37.5 hours for full time employees. If you work part-time, you will only be eligible to buy maximum part-time hours you work per week. For contact centre this will be averaged (i.e. **Week 1 - 25 hours worked, Week 2 - 20 hours worked = Average 22.5 hours**)

You can only sell maximum of 14 hours or pro-rata if you work part-time and your full time equivalent hours are 35 or 15 hours if your full time equivalent hours are 37.5.



The system displays the annual leave entitlement in hours. You must therefore ensure that you select the correct number of hours, not days, not the screen below.

Step 9: Click 'OK' once you have selected the hours to buy or sell.

Holiday Trading - Buy / Sell

Holiday Trading [See More Info](#)

Holiday Trading
Buy Holiday Hours

Coverage

0
0.5
1
1.5
2
2.5
3
3.5
4

OK Cancel

0.00
Primary

0.00
Primary



The hours cannot be amended once the Holiday trading enrolment window has closed.

Applying Holiday Trading through myHR portal

Step 10: Click 'Continue'

The screenshot shows the 'Holiday Trading' form. At the top right, there are two buttons: 'Continue' and 'Cancel'. The 'Continue' button is highlighted with a red box and a circled '1'. Below the buttons, the form displays 'Your Total Cost' as 0.00 Per Pay Period. Under the heading 'Holiday Trading - Buy / Sell', there is a link 'See More Info'. A checkbox labeled 'Buy Holiday Hours' is checked, with a value of 0.00 Annually. Below this, it shows 'Coverage Amount: 30 Hours'.

Step 11: And then click 'Submit'

The screenshot shows the 'Carnival UK HT Program' form. At the top right, there are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is highlighted with a red box and a circled '1'. Below the buttons, the form displays 'Currency in GBP' and 'Your Total Cost' as 0.00 Per Pay Period. Under the heading 'Holiday Trading', there is an 'Edit' button. Below this, it shows 'Holiday Trading - Buy / Sell' with a dropdown menu showing 'Buy Holiday Hours' and a value of 0.00.

Applying Holiday Trading through myHR portal



You will now be able to see your monthly cost incurred. "Your Total Cost" will display 0.00 until you submit your holiday trading benefit selection

Confirmation
Carnival UK HT Program

Confirmation
Your benefit elections were saved.
You can make changes until 11:59 PM UTC, 30-Oct-2019.

Currency in GBP
Your Total Cost Each Pay Period 54.95

Holiday Trading

Holiday Trading	54.95
Buy Holiday Hours	
Who's covered?	
You	

Step 12: Click on the down arrow to review your holiday trading enrolment and annual cost

Holiday Trading

Holiday Trading	54.95
Buy Holiday Hours	
Who's covered?	
You	

Holiday Trading

Holiday Trading	54.95
Buy Holiday Hours	
Coverage Start Date	01-Nov-2019
Coverage Amount	30 Hours
Annual Amount	659.34
Who's covered?	You



Payroll deductions for holidays bought or payments for holiday sold will be effective from January and your holiday balance will be amended during the month of January.

Applying Holiday Trading through myHR portal

You can only increase or decrease the number of hours bought/sold during the Holiday trading window. Once the window has closed, your selection can't be amended. To amend your selection, follow the steps below:

Step 1: Log into the Holiday trading area in the same way you got in when you initially added your Holiday trading and click on the 'pencil' button



If you are unable to see the 'pencil' to edit, please change your screen size to 75% to minimize the box size.

Holiday Trading - Buy / Sell

Holiday Trading [See More Info](#)

Buy Holiday Hours
0.00 Annually

Coverage Amount
35 Hours

Sell Holiday Hours
0.00 Annually

Coverage Amount
0 Hours

No Selection - Holiday Trading

0.00 Primary (pencil icon circled with 1)

Step 2: Amend hours and click 'OK'

Holiday Trading - Buy / Sell

Holiday Trading [See More Info](#)

Buy Holiday Hours
0.00 Annually

Coverage
35

31
31.5
32
32.5
33
33.5
34
34.5
35

No Selection - Holiday Trading

0.00 Primary

0.00 Primary

OK (circled with 2) Cancel

Step 3: Click save and submit in the top right corner of the screen to confirm your selection