

Carnival UK Company Day – FAQs

October 2022

How do I request the Company Day on *myHR* portal?

You'll need to log this under absence as ***Paid Leave*** and giving the reason as ***Company Day*** as below:

The screenshot shows a form for requesting leave. At the top, the '*Type' dropdown is set to 'Paid Leave'. Below this is a section titled 'When' which contains two rows for dates and durations. The first row, '*Start Date and Duration', has a date field with '19-Dec-2022' and a duration dropdown set to 'Full day'. The second row, '*End Date and Duration', has a date field with '19-Dec-2022'. Below these fields, the 'Absence Duration' is displayed as '1.000 Days'. A section titled 'Details' at the bottom has a '*Reason' dropdown set to 'Company Day'.

I work in Contact Centre Operations and don't use *myHR* portal to manage leave.

Please work with your line manager. Your leave details will be shared with Resource Planning or the person normally responsible for managing leave within your department.

I recently joined Carnival UK; do I get the company day?

Yes. All Carnival UK colleagues, regardless of join date, can enjoy the additional days paid leave

What if I've already booked leave over this period can I still take a company day?

Yes – as long as you request sign off from your line manager as you normally would, you can switch out one of those already taken for the company day and use your normal leave allowance on another date.

I am a contractor; do I get the company days?

No. The company day is an additional benefit for those employed by Carnival UK only.

I am on a fixed term contract that finishes before the 19 December 2022; do I get the company day?

No, you must be employed during this period to enjoy this benefit.

I'm on long term sick or Maternity/Paternity leave; do I get the additional company day?

We'll add the equivalent of the day you would have normally worked during the period of 19

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December – 6 January to your record as additional holiday. You'll be expected to take this leave as soon as possible on your return to work. The holiday will expire at the end of 2023.

What if I resign before the 19 December 2022?

The company day is to be taken between the 19 December and the 6 January so you must be employed during this period to enjoy this benefit; it doesn't form part of your annual leave balance. If you resign, you'll be paid for any accrued annual leave not taken up to your last day with the company – the company days won't be included.

Any other questions? Please contact
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