

Holiday Pay Request – Bicester Branch

Under the Working Time Regulations 2007, Temporary workers are entitled to **up to 28** days paid leave per year (Full time hours, part time hours pro rata). All entitlement to leave must be taken during the course of the leave year in which it accrues and none may be carried forward to the next year. Your leave year starts on your first working day for K2 i.e. If your first working day for K2 is the 1st June, your “leave year” will be 1st June – 31st May

All holiday needs to be requested in advance on the form i.e. one days notice for one days holiday, one weeks notice for one weeks holiday etc.

This is how we calculate your holiday pay; take 5.6 weeks (maximum yearly holiday entitlement) and divide this by 52 (to give weekly entitlement) = 0.1076 (of a week). 0.1076 x number of weeks worked by you, gives us the **number of week's holiday entitlement due**. Holiday pay is calculated by multiplying number of weeks due by average weekly earnings (calculated on the basis of rates paid during a client's normal hours i.e. up to a maximum of 8 hours per day). If you have been paid different hourly rates (for work done during normal working hours) throughout the period, the **average** amount earned is used for calculation.

So for example, Jason has been working for 12 weeks, the calculation we do is 0.1076 x 12 weeks = 1.29. We then multiply that figure by the average hours worked per week. This is worked out simply by adding up all hours worked by Jason over the last 12 weeks and dividing them by 12 to give the average amount of hours worked per week. We then multiply the average hours by the average pay rate over the last 12 weeks, this will give us the amount due. **Calculation 1.29 x 30hours per week x £6.00 per hour = £232.20.**

You start accruing holiday from your first working day but are only entitled to take it after 4 weeks worked.

We hope the above makes things clearer and you enjoy your well-earned break!

Name: _____

No of Days Requested: _____

Dates of Holiday: _____

Date Request Submitted: _____

Signed: _____

Date: _____

FOR OFFICE USE ONLY

Current Holiday Entitlement: _____

OK to Process? YES/NO

Contact Notes _____

Consultant _____

Date _____



RECRUITMENT

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