

# Holiday Pay Q&A

Out of courtesy to our clients as well as ourselves, you must inform us of any pre-arranged interviews or holidays prior to accepting a booking. Bookings should not be accepted if you cannot commit to the specified duration. In the event you wish to take any holiday, you will need to give us one week's notice.

## **HOLIDAY CALCULATIONS**

As an Agency worker, your hours will vary week by week. The holiday pay rate is based on your average pay rate/hours for the previous 12 weeks worked at the time your holiday is paid. It is important not to confuse entitlement with pay, you are entitled to 20 days holiday and 8 days bank holiday and accrue that accordingly but what you get paid for those 28 days depends entirely on the number of hours you work and your pay rate. If you take a day/week off you do not accrue holiday pay.

## **HOLIDAY PAY PAYMENTS**

Holiday pay is paid in the same way as normal worked days i.e. weekly in arrears. Should holiday and worked days occur in the same, a single payslip will be produced which will show both pay types on one payslip.

## **BANK HOLIDAYS**

If you would normally be working on the day a bank holiday falls and you have sufficient holiday pay accrued you will be paid holiday. You do not need to submit a holiday form for a bank holiday.

## **INSUFFICIENT HOLIDAY POT**

If you request holiday, but you do not have enough allowance in your pot you will be paid holiday to the value of your holiday pot. Holiday taken in excess of the entitlement is treated as leave without pay.

## **EXPIRATION DATE**

Please note that your holiday runs from the first day that you work for Carlton and rolls for a 12 month period, any outstanding holiday accrued at the end of 12 months will not be carried over into the following year.

## **CLAIMING HOLIDAY PAY**

The legislation does not allow holiday pay to be paid for any reason other than a holiday. We can not pay you for work undertaken and holiday on the same day.

## **CLAIMING HOLIDAY OUTSIDE OF AN ASSIGNMENT**

If you have a gap between assignments, we would suggest that you book this time as holiday. Your entitlement remains with you, and should you take on a further assignment your accrual will continue to accumulate.

## **CANCELLING OR AMEND HOLIDAY REQUESTS**

You can cancel or amend a holiday request by emailing your Temporaries & Payroll Administrator, provided the payroll for that week has not been processed.

## **P45/HOLIDAY POT**

If you leave, you should request your P45 by emailing your Temporaries & Payroll Administrator. Once your P45 is processed you will be paid your outstanding holiday entitlement.

## **THE RECRUITMENT EXPERIENCE**