



How does your holiday pay work?

Holiday accrues from the moment you start working for us. We do not believe in “rolling up” your holiday pay, i.e. paying it as part of your hourly rate, we feel it is better to accrue it for you in your holiday pot so then when you take time off your holiday pay is ready to claim. If you have holiday accrual left when you finish working for us then we will include your holiday pay when your P45 is raised.

Your standard holiday entitlement is 28 days per holiday year. Our holiday year begins on 1st October and ends on 30th September. It is your responsibility (as it would be in a permanent job) to manage your holiday and make sure that you take your entitlement prior to the end of the holiday year. If you do not take your holiday in time then it will be lost. We do not carry over unused holiday.

You can only claim holiday pay at the rate that it is accrued. You cannot take your holiday in advance of accrual.

Accrual works like this:-

For each week you work e.g. 37.5 hours you accrue 0.603 of a day. If you work less than this then your accrual works on a pro rata basis see example below.

Mr Joe Bloggs - Temporary Worker			
Week No.s	Hol Scheme	Hours worked	Hol accrued in days
wk 35	28days	13.5	0.217
wk 36	28days	37.5	0.603
wk 37	28days	31.5	0.507
wk 38	28days	24	0.386
wk 39	28days	24	0.386
wk 40	28days	13.5	0.217
wk 41	28days	36	0.579
wk 42	28days	37.5	0.603
wk 43	28days	37.5	0.603

As you can see for each week worked the hours are different and the holiday is accrued proportionately. The actual monetary value depends on your hourly rate in your booking. Holiday is calculated on the hours you actually work; if you are absent this affects the calculation.

To book your holiday you need to get agreement from us and your manager in your temporary assignment to ensure that it is convenient for you to take time off (just as you would do in a permanent job). We will always try to accommodate your requirements where we can but sometimes this may not be possible due to our clients' workloads and seasonal demands.

Bank Holidays – are included in the 28 day entitlement. Should you wish to be paid (if you are not working) on a Bank Holiday this should be booked with us as normal on a holiday request form, which you can also find in the candidate zone on our website.

Here is the link <http://www.1stchoice.net/wp-content/uploads/2015/05/temp-holiday-request-form.pdf>