

▲ FAQs

UPDATED SEPT 2010

Holiday pay

Contact payroll team

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Accrued holiday pay frequently asked questions

From August 2010

What is classed as holiday?

This is leave taken for the purpose of having a rest, going on holiday or any other personal reason. You could also take holiday if you are between assignments. Being off work on a public holiday would count as a holiday day.

Does this change affect me?

Yes, if you are a PAYE worker. Our new 'accrued' holiday pay process will be used to book holiday and administer payment for holiday taken and relates to PAYE workers only. The annual 28 days entitlement is pro-rated for part-time workers.

What is an accrual?

It's a term used for amounts that are 'banked' (or set aside) prior to the time or event for which they are used. You may sometimes hear the process referred to as 'accrued holiday pay'.

When does the holiday year run from and to?

From Monday 31 August for 52 weeks.

How is my holiday pay rate calculated?

The holiday pay rate is based on your average pay rate for the preceding twelve weeks worked calculated at the time your holiday is paid.

Why is holiday pay not being accrued from my overtime?

Holiday pay is accrued on standard rated hours; overtime rates, bonuses and expenses are excluded.

How do I check how much holiday I have accrued?

Your current holiday entitlement will be displayed on your payslip.

How do I claim holiday pay?

You will request your holiday pay via our website www.candidates.cronecorkill.co.uk

When will I be paid my holiday pay?

Holiday pay is paid in the same way as normal worked days i.e. weekly in arrears.

Will there be a difference in my pay/payslip from what I see now?

Yes, you will be paid excluding holiday pay unless you have accrued holiday and requested that it be paid. Refer to your most recent payslip to see what your standard rate of pay is – an example payslip is included at the end of this document.

Will you pay my holiday pay without a holiday being taken?

Holiday pay can only be paid for holiday taken. The legislation does not allow holiday pay to be paid for any reason other than holiday.

Do I get paid for bank/public holidays?

Yes, if you have holiday accrued.

How much notice should I give when wanting to take a holiday?

The legislation has always, as a minimum, asked that workers give twice the number of days notice as days leave they want to take. E.g. If you wanted a week off you would give your line manager at least two weeks notice. Obviously, your line manager must agree that holiday can be taken at that particular time.

Can I be paid holiday if my holiday entitlement is not sufficient to cover a holiday period taken?

You are paid holiday to the value of your holiday entitlement. Holiday taken in excess of the entitlement is treated as leave without pay.

Can I take holidays on days that fall outside my normal work pattern i.e. Monday-Friday?

Days not normally worked cannot be taken as holiday. The legislation is aimed at ensuring workers take their holiday entitlement for health and safety reasons.

Can I take a half-day holiday?

You are allowed to take a minimum of four hours holidays to reflect half a day's holiday.

If I have finished my assignment and do not start the next assignment immediately, do I need to request my P45 to claim my holiday entitlement?

No, the entitlement remains with you, and should you take on a further assignment your accrual will continue to accumulate. If you have a gap between assignments, we would suggest that you take this time as holiday if you have outstanding entitlement accrued.

Can I carry over holiday entitlement to the next holiday year?

No, all entitlement to leave must be taken during the course of the holiday year in which it is accrued and none may be carried forward to next year. Failure to take any holiday by the end of the holiday year in which the entitlement arises will result in such outstanding holiday being lost.

How will I be paid my outstanding holiday entitlement when I cease to work in assignments?

As now, if you leave, you should request your P45 through your consultant or the payroll team. When your P45 is processed you will be paid your outstanding holiday entitlement.

Who do I contact if I do not believe that my holiday pay is correct?

If you have a query, please contact your Advantage Professional consultant in the first instance, if they cannot assist please call the payroll team on 0800 917 7358.

Where to find details of your current pay rate

Your current pay rate, exclusive of holiday pay, is clearly indicated on your weekly pay slip – the illustration below shows where you can find this rate, and also how much holiday pay has been accrued for the example worked week.

10 Piccadilly, London, W1J 0DD Registered Number: 3120712

COMPANY				DIVISION			
Advantage Professional UK Ltd				West End			
WORKER NO.	NAME	PERIOD	PAY DATE	IND			
████████	████████████████	14/2009	10/07/2009				
DEPARTMENT		TAX CODE		N.I. Number			
Office		647L		████████			
Your rate exclusive of holiday pay can be seen here							
PAYMENTS				DEDUCTIONS			
W/E Date	Client Name	Description	Hours	Rate	Amount	Description	Amount
05/07/2009	████████	Std Hourly Rate	40.00	12.71	508.40	Tax	89.00
		Holiday Pay	40.00		61.20	Ni	50.56
This amount will no longer be automatically paid to you – holiday pay will be accrued and paid when you request it for the leave you plan to take							
E430.04 will be paid into bank account: ██████████							
Sort code: ██████████ in the name of ██████████							
TOTAL PAYMENTS				569.60	TOTAL DEDUCTIONS	139.56	
CUMULATIVES							
GROSS TO DATE				████████			
TAXABLE PAY TO DATE				████████			
TAX TO DATE				████████			
ER's N.I. TO DATE				████████			
EE's N.I. TO DATE				████████			
NET PAY				430.04			

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