

## HOLIDAY PAY

All contractors accrue holiday entitlement which will enable you to book and be paid for up to 28 days holiday per year.

Under this accrued system, as a PAYE contractor you have a statutory right to 28 days paid holiday per year. This is accrued in proportion to the amount of time you work continuously on a single assignment within the leave year.

### How it works

The leave year will consist of 52 weeks commencing on the date your assignment commences.

Any leave accrued is required to be taken by the end of the leave year or it will expire and you will lose the entitlement to any days or monies accrued.

You are not entitled to take annual leave within the first 2 weeks of any assignment. Thereafter, you should give no less than ten working days written notice to the Firm before taking leave. You cannot request holiday payment if you haven't taken time off.

### Accrual in practice

You will accrue 0.54 (28 days divided by 52 weeks available to work) paid holiday days for every week you work. Your holiday entitlement will be shown on your payslip, so please refer to this rather than contacting Payroll Services.

The pay rate will be calculated as a result of your average standard pay over the 12 weeks prior to the holiday.

Any leave entitlement is rounded up to the nearest half or full day for the purposes of booking holiday.

Please note: If your assignment ends part way through a holiday year, you will be entitled to a payment in lieu of accrued, but untaken holiday.

The renewal of an assignment at the same client will continue the accrual process.

If you need any further information please contact your recruitment consultant or the SR Group's Payroll Services department.

### Frequently asked questions

1. What are the benefits of the accrual method?  
*You will receive payment for your holiday at the time you take it. You can even elect to be paid for public holidays (e.g. Christmas) and bank holidays.*
2. What is the holiday year?  
*The holiday year will run from the date an assignment commences, for a period of 52 weeks.*
3. When can I start taking my holiday?  
*You can start booking your holiday after working for two weeks.*
4. How do I book my holiday?
  - Complete the Notification of Annual leave form and submit to your consultant at least 10 working days before your planned holiday
  - Ensure that your form is signed off by your line manager before it is submitted to your consultant
  - You can either fax the form or post it (ask your consultant for their office contact details)
  - Your consultant will then pass the request to Payroll Services for payment*NB: Do not make your holiday request direct to Payroll Services, or fax your annual form to Payroll Services.*
5. If I do not take my paid holiday, am I entitled to be paid accrued holiday pay at the end of my assignment?  
*If you do not take the holiday you are entitled to, and you finish your assignment during the leave year, you will be paid your outstanding entitlement.*
6. If I do not take the holiday I have accrued by the end of the leave year will I lose my entitlement?  
*Yes. You are unable to carry holiday over to the next leave year.*
7. How will I know how much holiday I have accrued?  
*Your payslip will show you how much holiday you have accrued and should always refer to it to ensure that you have enough days 'remaining' to cover your holiday request.*