

### **Holiday Pay**

All Temporary Workers are statutorily entitled to a maximum 24 days holiday per annum [Working Time Regulations, 1998]. If a Temporary Worker does not work a full year, then his or her holiday entitlement is prorated (e.g. a part-time Worker working three days per week would get 3/5ths, which is 14.4 days ( $3/5 \times 24$ )).

### **How is it calculated?**

Out of 52 weeks a year, you can work for 47.2 weeks, and you are entitled to 4.8 weeks statutory holiday.

For temporary workers Holiday pay is calculated by adding approximately 10.17% ( $4.8 \text{ week} / 47.2 \text{ weeks}$ ) to the basic pay rate.

### **Example**

If the basic hourly rate is £10, the holiday pay calculation will be as follows:

Basic hourly rate = £10 multiplied by 10.17% = £1.02 of holiday pay for every hour worked

### **I work different hours each week does this affect my holiday pay?**

Yes it does. Like part time workers temporary workers holiday pay is calculated on the average hours they work over the preceeding 12 weeks period (or if you have not yet performed 12 weeks the preceeding number of weeks actually worked)

### **Example**

A temporary workers does the following amount of work in a 12 week period

Weeks 1-4	37.5 hours
Weeks 5-9	35 hours
Week 10	30 hours
Weeks 11&12	37.5 hours

Over this period the average hours worked is ( $37.5 \times 4 + 35 \times 5 + 30 + 37.5 \times 2$ ) divided 12 = 35.83 hours per week (total number of hours worked in the 12 week period is 430)

It is this 35.83 hours that will used for calculating holiday pay.

So if someone is paid £10 per hour and has worked the above hours and request

1 weeks pay they would receive: £10 \* 35.83 = £358.30

### **To receive 1 weeks worth of holiday pay how many weeks must I work?**

For every 47.2 weeks worked you received 4.8 weeks holiday

In order to work out how many weeks required to work to accrue 1 weeks pay we must divided 47.2 by 4.8 = 9.83 weeks

So in simple terms for just under every 10 weeks worked you accrue 1 weeks worth of holiday pay at your pay rate calculated on the average hours you have worked over the preceding 12 weeks (or if you have not yet performed 12 weeks the preceding number of weeks actually worked)

### **How to find out how much you have?**

Luckily for us we use a specialist temporary recruitment payroll system which keeps a track of this and calculates it all for us.

If you would like to find out how much statutory leave you have on file, send us a quick email to [payroll@candm.co.uk](mailto:payroll@candm.co.uk) . When submitting your timesheet please tick the holiday box and your holiday amount will be paid into your next pay.

### **To claim your holidays**

To claim all or part of your holiday amount , when submitting your timesheet please tick the holiday box and your holiday amount will be paid into your next pay. If you would like a certain amount, please verify this with a note on your timesheet and in the text box on online timesheetz.

### **Further Queries**

If you have any further queries please do not hesitate to contact [payroll@candm.co.uk](mailto:payroll@candm.co.uk) and we will do the best to provide the relevant information.