



Chalkface Recruitment Limited
Suite 19 Neal's Corner, 2 Bath Road, Hounslow, Middlesex
Telephone: 020 8570 1400 Fax: 020 8570 0800

HOLIDAY ENTITLEMENT – PAYE WORKERS ONLY

Statutory leave is an entitlement for all workers under the terms of the working Time Regulations, 1998, 1999 and amended in 2003.

Until the 27th October 2007, you will be entitled to 20 days paid leave in your “designated leave year”.

(NOTE: From the 28th October 2007, you will be entitled to 24 days paid leave within your “designated leave year”. A pro-rata adjustment to your entitlement will be made).

For the purposes of this, your “designated leave year” begins from **the first day you undertake paid work for us.**

Holiday pay is accrued on your behalf for each hour that you work for us, and is calculated as a percentage of your standard hourly rate.

Your holiday **entitlement** currently accrues at the rate of 1.67 days for each month worked. Effectively this means that to qualify for 5 days paid holiday you will need to work for us for 12 weeks.

In any particular case, your **holiday pay entitlement** is calculated on the basis of the previous 12 weeks paid to you by us (at standard hourly rate). Therefore, you must have worked for us for a minimum of 12 weeks before you are entitled to claim holiday pay. (NOTE: Work done with other agencies during that period does not count for the purpose of our calculations.)

Please note. Currently you must arrange to take your full annual leave entitlement during your “designated leave year”.

Arranging your leave

If you wish to take leave, we do ask you to plan well ahead. This helps both you and us to process your request, let our clients know and ensure you are paid your entitlement on time.

To arrange your leave, and therefore to secure timely payment of your holiday pay you must complete the booking form (see below), and submit it to our PAYROLL DEPARTMENT no less than 2 weeks before you require the time off. Exceptions can be made but, only in cases of extreme emergency.

Payment of holiday pay

Holiday pay will be paid to you, by BACS transfer in the normal way. Deductions for tax and national insurance will be made as normal. The amount accrued on your behalf will be adjusted in our records.

Please Note:

Holiday Pay Questions and Queries are only dealt with on Thursday's.



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HOLIDAY BOOKING FORM

YOUR NAME	
YOUR TELEPHONE NUMBER	
YOUR ADDRESS	
DATES FOR WHICH YOU WISH TO APPLY FOR LEAVE	

For office use only:

RECEIVED AND CHECKED BY	
AUTHORISED BY	

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