

## **Ashendon Recruitment Ltd – Policy for Annual Leave entitlement**

Understanding your holiday entitlement and pay as a temporary worker can be confusing.

To help you understand what this mean for you, this is a basic guide on how this entitlement works:

According to the **Working Time Regulations (1998)**, all PAYE temporary agency workers are entitled to paid annual leave.

Time away from work is essential for your physical and mental wellbeing and is encouraged as part of your employment.

Because most temporary positions are not contracted for a full year, this is pro-rata to the number of hours you physically work within the duration of your booking. You are entitled to the pro rata equivalent of 28 days of annual leave inclusive of the 8 statutory bank holidays, per year.

Holiday accrual is calculated at a percentage of your hourly rate for each hour worked, representing the statutory annual leave entitlement. This does not get subtracted from your payrate – Holiday pay is in addition to what you are paid.

The holiday year at Ashendon Recruitment starts on the 6<sup>th</sup> April and runs to the 5<sup>th</sup> April each year.

Just like a permanent employment contract, the annual leave accrued during temporary assignments must be used within the current holiday year and cannot be carried over to the following year.

You can only claim holiday pay if you have accrued enough within your holiday year to cover the requested time off. For instance, if you've requested 5 days of annual leave but have only accrued 3 days to date, you will be paid for 3 days, and the remaining 2 days will be unpaid.

The only time you will be paid instead of taking your statutory Leave ('payment in lieu') is at your when your contract ends and then any untaken accrued holiday pay will be issued to you with your P45.

FAQs:

**How do I take holiday pay?**

Your annual leave first needs approval from your line manager at the place of work, you will need to give your place of work reasonable notice of 5 working days then you must send in a request via our portal on the website or send an email to us: [admin@arlrecruitment.com](mailto:admin@arlrecruitment.com) if you wish to receive pay from your holiday accrual balance.

You will NOT be paid for any holiday including statutory bank holidays unless you request payment from our website or by sending an email.

You cannot backdate a request for holiday pay all holiday pay requests must be requested at least 5 working days in advance of your planned absence.

**What happens to my timesheet while I'm off?**

No timesheet input is needed for days on annual leave. We will manage processing pay for you.

**What happens if my contract ends, and I haven't used my accrued holiday?**

Any outstanding accrued holiday will be processed and paid out with your P45 at the end of your employment.

**If I don't want to take annual leave, can I request my holiday pay?**

Unfortunately, no. Legally holiday pay can only be requested for periods of annual leave or at the end of your employment contract.

This article aims to demystify holiday pay and entitlement for temporary workers.