



## **Holiday Pay Q&A**

**How is holiday calculated?** As a temporary employee your hours will vary week to week. The holiday pay rate is based on your average pay rate for the preceding 12 weeks worked at the time your holiday is paid. If you take a day/week off you do not accrue holiday pay.

**Will holiday pay be paid without a holiday being taken?** No, 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.

**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. Should holiday and worked days occur in the same week and we receive your work timesheet is received in time, a single payslip will be produced which will show both pay types on one payslip.

**Can I claim holiday pay at any point in an assignment?** Yes, but you can only be paid for holiday accrued, and it can only be paid if you do not work on the days booked.

**Do I get paid on bank holidays? If I do, is this an automatic process?** If you have sufficient holiday pay accrued you can use your holiday pay to cover bank holidays. To claim your holiday entitlement on bank holidays you will need to email your Consultant.

**Can I be paid holiday if my holiday entitlement is not sufficient to cover the booked holiday period?** You are paid holiday to the value of your holiday entitlement. Holiday taken in excess of the entitlement is treated as leave without pay.

**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 book this time as holiday.

**How will I be paid my outstanding holiday entitlement, when I cease to work on C&C assignments?** If you leave, you should request your P45 by emailing your Consultant. Once your P45 is processed you will be paid your outstanding holiday entitlement.

**Who do I contact if I want to book a holiday?** At least 2 weeks before you go on holiday, confirm with your employer that your holiday booking is convenient and then email your Consultant to confirm you wish to use your holiday pay on your selected days.

**Can I book holiday before I have accrued it?** Yes, you can book holidays in advance, but you will only be paid for hours accrued when the holiday claim is processed. Holiday taken in excess of the entitlement is treated as leave without pay, but will be paid automatically as and when sufficient entitlement is earned.

**Can I cancel or amend holidays that are already booked?** Yes, you can by emailing your Consultant provided the payroll for that week has not been processed.