

Holiday Pay Information

What is Holiday Pay?

Under the Working Time Regulations 1998 (as amended), all PAYE workers are entitled to a maximum of 5.6 weeks paid leave each year on a pro rata basis. Only standard hours are used to calculate the amount of holiday pay owed (i.e. Overtime and Sick Pay do not get added to the Holiday Pay average as these are not part of the normal contract).

How do I request my holiday?

You need to notify gm recruitment using a Holiday Request Form which is available to download from our website (www.gmrecruitment.co.uk/downloads). Alternatively contact the payroll department on 020 8246 4273 to obtain a form. Holiday pay may only be requested if a holiday is taken. You will receive your holiday pay on the Friday after your holiday.

When can I request my holiday?

You may request your holiday entitlement at any time during the leave year in which it is accrued. The leave year runs from the 1st January to the 31st December, and leave can not be carried over to the following year.

Who is entitled to it?

Every PAYE worker, whether full or part time, is entitled to 4.8 weeks annual leave.

How is Holiday Pay calculated?

Holiday Pay for PAYE temporary workers is calculated using two figures: the number of weeks that are accrued and an average amount of pay per week.

How are the weeks calculated?

For every full week (Monday-Friday) a PAYE worker works, 0.1206 of a week is accrued as holiday. This is calculated as 5.6 weeks divided by 46.4 weeks (52 weeks in a year – 5.6 weeks holiday).

How is the average amount of pay per day calculated?

The average amount of pay is calculated by taking the average of your last 12 weeks of standard hours pay. This is calculated using the average of the last 12 weeks on the amount applicable to the Working Time Regulations; this does not include Expenses, Overtime etc.

How is the payment calculated?

We pay the number of weeks requested as long as you have enough weeks accrued, at the average weekly pay rate as described above.

How do I know how many weeks I have to take?

On your payslip, your total amount of annual leave (in weeks) is shown just above your address.

For example:

Your average weekly pay over the last 12 weeks is £182.50 and you have 1.36 weeks in annual leave to take, then your total holiday entitlement will be calculated as follows:

1.36 (annual leave due) * £182.50 (12 weekly average) = £248.20

For more information [click here](#) to go to the citizens advice bureau's advice page for holiday pay.