

## INFORMATION FOR TEMPS

# Holiday Entitlement

Under the European Working Time Directive all our PAYE workers are entitled to accrued holiday pay of up to 28 days per annum, which we manage for you.

### Q: What should I do if I want to take holiday?

A: You should contact your consultant who will arrange for your holiday to be approved. Please make sure you give us at least 2 weeks' notice of any holiday request because we will need to cover your holiday and inform all relevant parties. In certain circumstances Huntress may give counter-notice to the Temporary Worker to postpone or reduce the amount of leave that the Temporary Worker wishes to take and in such circumstances Huntress will inform the Temporary Worker in writing giving at least the same length of notice as the period of leave that has been requested.

### Q: How much holiday am I entitled to?

A: You are entitled to 28 days paid leave per year, pro rata, including bank holidays. If you commence or cease providing services via Huntress during a holiday year, you will be entitled to a proportion of your holiday entitlement based on the period which you provide services via Huntress in that holiday year.

### Q: When do I start accruing holiday?

A: With effect from the first day you provide services under a new assignment with Huntress.

### Q: How do I claim my paid holiday entitlement?

A: Your entitlement to holiday pay will be calculated on an accrual basis. Providing you have holiday accrued you can contact your Huntress Consultant to have your paid leave approved. Bank holidays are not paid automatically, if you wish to claim for bank holidays you will need to request these in advance with your consultant.

### Q: How will holiday pay be calculated?

A: When you take accrued holiday, your holiday will be paid at a daily rate. This rate will be the average gross earnings paid over the previous 12 weeks (or the actual number of weeks if less than 12) that you provided services.

### Q: What happens if I do not take all of my holiday?

A: In the interests of your own welfare, you must ensure that all holiday to which you are entitled is taken in the relevant holiday year unless you cease providing services via Huntress before the end of the holiday year. You will not, under any circumstances, be entitled to carry forward holiday entitlement from one holiday year to the next. Our holiday year is 1 January to 31 December.

### Q: What happens to my holiday entitlement if I stop providing services via Huntress?

A: Should you stop providing services via Huntress before the end of the holiday year you will be paid in lieu of any accrued but untaken holiday for that holiday year on a pro-rata basis provided that you request it with your P45. Once you have handed in your notice or request your P45, you must email your consultant to request all outstanding holiday in order for us to process the accrued pay. If you do not request it, then any accrued holiday pay will be lost.

### Q: What if I do not want to take my holiday entitlement - can I still be paid for this?

A: In no circumstances will pay in lieu of any accrued but untaken holiday be made, other than if you cease providing services via Huntress before the end of the holiday year. Huntress's policy in this regard is designed for your own well-being and to encourage you to take well-deserved holiday during the holiday year.