

# paid annual leave request form



Fax back to your branch: Marlow 01628 896818 Maidenhead 01628 770551 Wokingham 0118 977 1227 Slough 01753 521554

## To be completed by Temporary

<b>Temps full name</b> (please print clearly):	
<b>Week ending</b> (Sunday): DO NOT SUBMIT THIS FORM IN ADVANCE	<b>Branch:</b>

### Important – please read:

1. You can only be paid for whole days.
2. You cannot work on a day for which you are claiming Paid Annual Leave.
3. You can only claim for complete days Paid Annual Leave that you have accrued – see your payslip.
4. If Bucks and Berks issue you with your P45, then you will receive payment for any full day's Paid Annual Leave that you have accrued.
5. Please only use this form when you actually wish to take all or part of your entitlement to Paid Annual Leave.
6. Paid Annual Leave year runs from tax week 1 to tax week 52. Any remaining holiday not claimed by week 52 will be lost.
7. Only submit this form in the week you are claiming Paid Annual Leave **and not in advance**.
8. Please see below for the rules of the Bucks and Berks Paid Annual Leave Scheme.

Mark below by indicating with a cross  the days you wish to take as Paid Annual Leave. This will then be paid one week in arrears (same as your wages).

**Monday**     **Tuesday**     **Wednesday**     **Thursday**     **Friday**     **Saturday**     **Sunday**

**Signed:**

(TEMPS SIGNATURE)

**Date:**

**Payment will be delayed if not signed. If you have any queries please email; payroll@bucksandberks.co.uk**

### Paid Annual Leave Scheme Rules

You are entitled to accrue and take Paid Annual Leave under your Contract for Services for Temporary Workers – Terms of Engagement with Bucks and Berks, subject to the following rules:

1. You are entitled to a maximum of 28 day's Paid Annual Leave in any one-leave year.
2. The Bucks and Berks Paid Annual Leave year runs from Tax Week 1 to Tax Week 52.
3. If you work less than a full five day week then you will accrue Paid Annual Leave according to the hours that you work. Then, you will receive pro rata payment for any accrued leave against the 28 day maximum. **Example:** If eight days Paid Annual Leave is showing on your payslip and you wish to take five days leave the following may be of assistance: If your average weekly gross pay is £105.00 and you work three days a week. To work out your daily rate divide your average weekly gross pay (£105.00) by five days, which equals £21.00. You then multiply this daily rate by the number of days, which you are requesting (five days at £21.00 per day) this will bring you back to £105.00.
4. Payment for your Paid Annual Leave is based on your average gross pay for the previous 12 weeks worked, or the number of weeks worked, if less than 12. For this purpose, overtime, payment for Paid Annual Leave or any other additional payments are excluded from your average gross pay.
5. Your Paid Annual Leave entitlement will only be paid if you request it on an original Bucks and Berks Paid Annual Leave request form. No other form of application will be accepted.
6. You can only take and be paid for the Paid Annual Leave that you have accrued at the time of your request.
7. The Working Time Regulations determine that you cannot work on a day for which you have claimed and are being paid for Paid Annual Leave.
8. Only whole days can be claimed as Paid Annual Leave. No half or part days can be claimed.
9. Your Paid Annual Leave cannot be carried forward from one Leave Year to the next Leave Year. This is a requirement of the Working Time Regulations. Any remaining holiday not claimed by the year-end will be lost. The Bucks and Berks Paid Annual Leave Year runs from Tax Week 1 to Tax Week 52.
10. You cannot receive pay in lieu for Paid Annual Leave that you have not taken except when you cease to undertake assignments through Bucks and Berks and are removed from our payroll.
11. Your Paid Annual Leave entitlement cannot be passed to any other person nor be transferred to another company's payroll.
12. UK bank and public holidays form part of your entitlement to Paid Annual Leave.
13. If you wish to take a bank or public holiday as part of your Paid Annual Leave, then you must make that request using the Bucks and Berks Paid Annual Leave request form.
14. You may request a Saturday or Sunday as part of your Paid Annual Leave entitlement if you are not working on those days.
15. All complete days accrued for your Paid Annual Leave entitlement are shown on your payslip.
16. When your P45 is issued to you, any outstanding full day's Paid Annual Leave accrued will be paid to you.
17. If, after being removed from the Bucks and Berks payroll, you start to work as a temporary through us again, then you start to accrue Paid Annual Leave again, from scratch.
18. These rules may be changed at our discretion, to conform with any changes in the Working Time Regulations.

### For office use only

**Employee number:**

**Week number:**

<b>Number of days accrued:</b>	<b>Days requested:</b>	<b>Daily rate:</b>	<b>Total paid leave:</b>

Marlow 01628 898899 Maidenhead 01628 777111 Wokingham 0118 979 1566 Slough 01753 554455 Accounts 01628 896800