

How do I work out what goes into my holiday pot?

Working as a Bucks and Berks temporary worker you are legally entitled to paid holiday through The Working Time Regulations (WTR).

If you work 5 days per week you are entitled to a minimum of 28 days (5.6 weeks) paid holiday in any one year. The 28 days includes 8 statutory days/Bank Holidays. If you want to be paid for one or more of those 28 days, including Bank Holidays, you will have to request that payment.

How do we get to 12.07%?

We take 28 days and convert it into 5.6 weeks (28 days/5 days = 5.6 weeks).

A temporary worker, taking 5.6 weeks holiday would be working for 46.4 weeks (52 weeks/year - 5.6 weeks holiday = 46.4 working weeks).

We take 5.6 weeks holiday and divide it by 46.4 working weeks to find out the holiday pay accrued while working.

That gives us 12.07% (5.6 weeks/46.4 weeks = 0.12068 x 100 = 12.07%).

This 12.07% is the percentage of gross pay to fund the 5.6 weeks of paid annual leave.

If a temporary worker does not work 5 days a week, they will still be accruing at the 12.07% rate and will get pro rata paid annual leave.

Holiday Pay Scheme Rules:

1. You must agree your holiday with your client contact before requesting holiday and holiday pay.
2. Your holiday entitlement is 28 days including Bank and Public holidays unless in a specific assignment the client agrees to increase your holiday entitlement, for example when the Agency Workers Regulations require an increase.
3. Your holiday pay is calculated at 12.07% of Gross Pay unless in a specific assignment the client agrees to increase your holiday entitlement.
4. The Bucks and Berks holiday pay year runs from April to March (Tax Week 1 to 52).
5. Gross pay is for hours worked and may include overtime.
6. You can only claim the holiday pay that you have accrued in your holiday pot at the time of your request.
7. The Working Time Regulations determine that you cannot work on a day for which you have claimed holiday pay.
8. If you take a whole day as holiday, you cannot work full time on that day as well.
9. You can take a half day holiday. If you do take a half day holiday, you cannot work full time on that day.
10. You can claim holiday pay for bank or public holidays as long as you have accrued holiday pay in your pot.
11. If you are taking more than a weeks holiday in one go, please complete an additional request form.
12. Your holiday pay cannot be carried forward from one year to the next year. This is a requirement of the Working Time Regulations. Any remaining holiday pay not claimed by the Tax Year end will be lost.
13. You can claim unpaid leave but this means you will not accrue any holiday pay for the day/days you take off as unpaid leave.
14. Your holiday pay entitlement cannot be passed to any other person nor be transferred to another company's payroll.
15. If you wish to take a Bank or Public holiday as part of your holiday pay entitlement you must make that request using the holiday pay request form.
16. You may request a Saturday or Sunday as part of your holiday pay entitlement if they form part of your normal working week and are not working on those days.
17. When your P45 is issued to you, any accrued holiday pay outstanding in your holiday pot will be paid to you.
18. If, after leaving Bucks and Berks you start to work as a temporary worker through us again, you will start to accrue holiday pay from scratch.
19. These rules may be changed at our discretion to conform to any changes in the Working Time Regulations.
20. You are entitled to accrue and take holiday pay under the terms of your Contract for Services for Temporary Workers – Terms of Engagement with Bucks and Berks.

If you have any queries, please contact your Temps Consultant.