ACCREDUED HOLIDAY PAY FREQUENTLY ASKED QUESTIONS

What is classed as holiday?
This is leave taken for the purpose of having a rest, going on holiday or any other personal reason. You could also take
holiday if you are between assignments. Being off work on a public holiday would count as a holiday day.

How much holiday pay do I get?
28 days per year.

What is an accrual?
It’s a term used for amounts that are ‘banked’ (or set aside) prior to the time or event for which they are used. You may
sometimes hear the process referred to as ‘accrued holiday pay’.

When does the holiday year run from and to?
52 weeks from the date that your contract started.

How is my holiday pay rate calculated?
The holiday pay rate is based on your average pay rate for the preceding twelve weeks worked, calculated at the time your
holiday is paid. In other words, every time you submit a timesheet the payroll system notes your hours for each week and
is always calculating a “running average” for the previous 12 weeks. For example if you worked 40 hrs in week one, 30
hours in week two and 20 hours in week three, your average working week would be (90hrs / 3 weeks) = 30hrs.

Why is holiday pay not being accrued from my overtime?
Holiday pay is accrued on standard rated hours; overtime rates, bonuses and expenses are excluded. This is stated in
employment law.

How do I check how much holiday I have accrued?
Your current holiday entitlement will be displayed on your payslip. This is displayed a weekly figure, where one week
(5 working days) is expressed as 1.0 and each day is 0.2. Therefore if the figure at the bottom of the payslip says 0.8
then this is 4 average days holiday pay, 1.4 is one week + 2 days i.e. 7 days etc

How do I claim holiday pay?
You will request your holiday pay via our website www.carltonrs.com then click on the candidate zone. You can down-
load a holiday pay request form, which you fill in with the days you require then send in with your timesheet. Alterna-
tively our payroll department can send you blank holiday request forms. On the timesheet you must fill in the days you
are on holiday as “day-off” or “holiday” You cannot claim holiday pay via the timesheet. You can also e-mail your
completed holiday request form to payroll@carltonrs.com and ensure that it is sent to us before 12 noon on Tuesday
so that it can be processed in time for that payroll week.
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. It is shown separately on your payslip.

Will there be a difference in my pay/payslip from a standard weekly pay?
Yes you will see the hours worked shown separately to the holiday pay on the payslip. You will also see the figure at the bottom showing how much holiday pay you have left and how much has been taken to date.

Will you pay my holiday pay without a holiday being taken?
Holiday pay can only be paid for holidays taken. The legislation does not allow holiday pay to be paid for any reason other than holiday. In other words we cannot pay you holiday pay in addition to your working week as extra money.

Do I get paid for bank/public holidays?
Yes, if you have holiday accrued. Your 28 days per year cover all holidays taken, whether enforced such as a public holiday or voluntary time off.

How much notice should I give when wanting to take a holiday?
The legislation has always, as a minimum, asked that workers give twice the number of days notice as days leave they want to take. E.g. If you wanted a week off you would give your line manager at least two week’s notice. Obviously, your line manager must agree that holiday can be taken at that particular time. This isn’t absolutely essential to allow you to be paid your holidays. As long as you are able to get a holiday pay request form in with your timesheet in time for the payroll deadline of 12 noon every Tuesday.

Can I be paid holiday if my holiday entitlement is not sufficient to cover a holiday period taken?
You are paid holiday to the value of your holiday entitlement. Holiday taken in excess of the entitlement is treated as leave without pay ie you cannot borrow extra holiday pay in advance to pay back later. For example if you want to take a week off but only have 2 days accrued then you can still take the week off, but would only receive 2 days holiday pay and the other 3 days would be unpaid.

Can I take holidays on days that fall outside my normal work pattern i.e. Monday-Friday?
Days not normally worked cannot be taken as holiday. The legislation is aimed at ensuring workers take their holiday entitlement for health and safety reasons.

Can I take a half-day holiday?
You are allowed to take a minimum of four hours holidays to reflect half a day’s holiday.

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 take this time as holiday if you have outstanding entitlement accrued.
Can I carry over holiday entitlement to the next holiday year?
No, all entitlement to leave must be taken during the course of the holiday year in which it is accrued and none may be carried forward to next year. Failure to take any holiday by the end of the holiday year in which the entitlement arises will result in such outstanding holiday being lost.

How will I be paid my outstanding holiday entitlement when I cease to work in assignments?
As now, if you leave, you should request your P45 through your consultant or the payroll team. When your P45 is processed you will be paid your outstanding holiday entitlement.

Who do I contact if I do not believe that my holiday pay is correct?
If you have a query, please contact the Carlton Resource Solutions payroll team in the first instance. They can be contacted on 01224 650500 asking for payroll dept.

Where to find details of your current pay rate?
Your current pay rate, exclusive of holiday pay, is clearly indicated on your weekly pay slip - the illustration below shows where you can find this rate, and also how much holiday pay in terms of days, has been accrued for the example worked week.

---

### PAY ADVICE

- **Annual Leave Due (Weeks)**: 1.09
- **Annual Leave Taken (Weeks)**: 0.60

---

### Pay Slip Example

<table>
<thead>
<tr>
<th>Name</th>
<th>Reg No</th>
<th>Tax Code</th>
<th>N.I Number</th>
<th>N.H.I Code</th>
<th>Tax WK.</th>
<th>W/Ending</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jo Bloggs</td>
<td>W1647L</td>
<td></td>
<td></td>
<td>32</td>
<td></td>
<td>051110</td>
<td>091110</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
<th>Payments</th>
<th>Tax</th>
<th>Deductions</th>
<th>Non Tax Allowances</th>
<th>Non Tax Allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Asst</td>
<td>26.60</td>
<td>7.00</td>
<td>185.50</td>
<td>6.82</td>
<td>7.00</td>
<td>47.74</td>
<td>Free Pay 124.61</td>
<td>13.58</td>
<td>35.10</td>
<td>NET PAY 198.06</td>
</tr>
<tr>
<td>Holiday Pay (WTD)</td>
<td>233.24</td>
<td>Gross Pay 3401.44</td>
<td>Tax this Week 21.60</td>
<td>Tax to Date 329.40</td>
<td>Total Deductions 35.10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

***Please always use payroll@carltonrs.com***

---

4 SOUTH SILVER STREET, ABERDEEN, AB10 1PR
TELEPHONE 01224 650500
WWW.CARLTONRS.COM

---

1 days holiday pay
Holiday pay in the fund still to use
Holiday pay taken to date