

**Holiday Pay Claim form for Temporary and Direct Temporary Workers  
(2008)**

When claiming holiday, please photocopy this form, complete the details below and deliver it to us, giving at least twice the number of days notice as the number of days you require for your holiday.

We will endeavour to contact you within 24 working hours, confirming how many days holiday pay you will be entitled to. Please note the information we give you is an estimate only and is based on the understanding that you work right up until the time the holiday is taken.

Name: .....

Payroll Number: .....

Required holiday dates: .....

Signed: .....

Date: .....

You must ensure your holiday entitlement is used within your holiday year. Legally, we are not permitted to allow carry-over of holiday or pay in-lieu.

Please refer to your contract for full details. Should you require further clarification please do not hesitate to contact us.

## **Working Time Regulations 2007 – Tulip Recruitment’s Holiday Pay Policy**

1. From October 2007 your leave entitlement will be 4.8 weeks per annum. (24 days for full time workers)
2. From 1 April 2009 the minimum annual leave will be increased to 5.6 weeks (28 days for full-time workers)
3. Your holiday pay is calculated by multiplying the average number of standard hours you have worked by your average standard pay rate to a maximum of 12 weeks prior to your holiday leave
4. The law does not allow us to let you carry forward your holiday pay to the following year
5. Should you leave Tulip Recruitment before taking all your accrued, paid holiday entitlement, then this will be paid to you in your final cheque. This is the only time that the law enables us to substitute leave for money
6. The law requires you to give us written notice of your intention to take paid leave; this notice should be twice as long as the number of days you would like off, eg 10 working days notice for 5 working days holiday requirement
7. It is your responsibility to claim your holiday pay
8. You will be paid your holiday pay on the pay day(s) after the week(s) you are off
9. Bank Holidays can be claimed as holiday pay; however, we would still encourage you to take extra breaks for the sake of your well-being
10. All holiday pay is subject to tax and national insurance (NI)
11. All other terms and conditions are as stated in your contract