

HOLIDAY ENTITLEMENT

Under the Working Time Regulations for the first 12 weeks of your assignment you will accrue statutory holiday allowance based on 28 days (5.6 weeks) paid holiday per annum including bank holidays. This translates to an accrual percentage of 12.07% of each hour worked.

If your assignment continues for longer than 12 weeks, the new Agency Workers Regulation will kick in and from the beginning of the 13th week your holiday accrual rate may either stay the same or increase according to your Assignment Schedule details form issued to you at the beginning of your assignment. See page 2 for more on AWR.

Your accrued remaining holiday allowance is also noted on your wage slip under the Holiday Fund Balance.

Taking Holidays

You can request paid holidays by completing the holiday request form (downloadable from our website) and faxing it to **01622 320049**. Your host client will need to agree to the leave and sign the Holiday Request Form.

Your holiday year runs from the first day of your assignment. Holiday can not be paid for unless taken and can not be carried over from one leave year to the next.

Holiday is Paid:

1. On submission of a holiday form, at the rate of 7 hrs per day, providing you have accrued enough holiday through your timesheets submitted to date
2. If your placement comes to an end, any accrued holiday will be paid out to you automatically before your P45 is generated
3. If you have had to take time off unexpectedly, and wish for this to be paid as holiday, please submit a holiday request form once speaking with your consultant

AGENCY WORKERS REGULATIONS Oct 2011 or AWR

Overview:

Temporary workers will have the right to equal treatment with regards to pay, holidays and working conditions once they have completed a 12 week qualifying period. This will not change the employment status of the agency workers under 'Contract for Services' and who will still not have the right to claim unfair dismissal and redundancy pay. Responsibility of adhering to the AWR lies with the Client and the Agency. The AWR will be enforced through employment tribunals and is not retrospective.

Who:

Applies to all temporary agency workers irrespective of legal employment status (working through limited companies and umbrella companies) unless the individual is genuinely self employed and not under the direction and control of the client. There is no opt out of the regulations.

What:

Equal treatment i.e. temporary worker is entitled to the same 'relevant terms and conditions' as a 'comparable employee' of the client in respect of pay, holidays and working conditions. For additional information please contact the office.

WAGES AND WAGE SLIP

You will receive a wage slip for each week worked on submittal of a valid timesheet. Your wage slip will be emailed to you on the email you provided in your completed temporary assignment confirmation forms.

Example wage slip:

Goldhawk Associates Ltd 4 James Whatman Court Turkey Mill Ashford Road Maldstone ME14 5SS																							
Name Address	Pay Period Pay Date Pay Type Payment Method Department Tax Code NI Number NI Table Letter	<table border="1"> <thead> <tr> <th colspan="4">Payments</th> </tr> <tr> <th>Description</th> <th>Hours</th> <th>Rate</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Salary</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Hourly Pay</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Payments</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Payments				Description	Hours	Rate	Amount	Salary				Total Hourly Pay				Total Payments			
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You will receive payment in your account the next Friday following us receiving a valid timesheet.