

Guidance on Holiday Leave

Thorpe Molloy Recruitment temporary workers are initially entitled to 28 days annual leave, inclusive of bank and local holidays, which accumulate at 2.33 days leave per month worked. Under the Agency Workers Regulations, after 12 weeks in a given job a temporary worker is entitled to the same terms and conditions relating to holiday leave as he/she would be had they been directly recruited into that same job. Therefore, holiday entitlement is reviewed at the end of the 12 week qualifying period and adjusted as required.

Qualifying

Temporary workers start to accrue holiday entitlement immediately. This leave accrues whilst continuously employed by Thorpe Molloy Recruitment, although it is not necessary for employment to be with the same client. Your annual holiday entitlement must be used within the 12 months from the start date of the Thorpe Molloy Recruitment assignment.

Annual leave does not carry over to the following year therefore you are encouraged to use all of your holiday entitlement. If at any point leave is taken without having accrued enough time off, Thorpe Molloy Recruitment will only pay for the proportion of leave which has accrued to that date.

Claiming

To claim annual leave, temporary workers should advise their recruitment consultant as soon as possible, (stating the days leave required) and complete a timesheet, clearly ticking "paid holiday" on the appropriate days. The client, your line manager, is not required to sign this timesheet unless the temporary worker has worked at some point during the week, i.e. hours worked should be noted and signed for by the client and days leave should be noted as such, next to the appropriate day. **If holidays are not specified as "Paid", they will be treated as unpaid leave.**

Payment

Payment of annual leave is based on the average hours worked over the previous 12 week period. Holiday pay is processed on Tuesday and paid on Friday in line with our standard payroll practice.

Queries

We maintain an accurate accrual of your annual holidays so if you have any queries relating to your entitlement contact our payroll team on **T 01224 327 024** or **E payroll@thorpemolloy.com**.

