

HOLIDAY POLICY

Under the Working Time Regulations 1998, the minimum statutory leave is 5.6 weeks spread over a 52 week year, with Grafters Recruit's holiday year running from 1 January to 31 December ("the Leave Year"). This means that full time workers (those working 5 days per week) are entitled to 28 days statutory leave per year (e.g. 5.6 x 5 days = 28 days) and part-time workers will be entitled to holiday on a pro-rata basis.

For those workers who do not work continuously or for a set number of days or hours each week we take an average of the hours worked over a period of 52 weeks. Using the statutory minimum of 5.6 weeks, this is arrived at using the calculation 5.6 weeks of paid leave divided by 46.4 remaining weeks in the year. Therefore, holiday is accrued at a rate of 12.07% per hour.

For example, if a worker on irregular hours averages 10 hours per week over a 52-week period, then they would have accrued 1.2 hours holiday (12.07% of 10 hours). This will be paid at the average hourly rate over that 52-week period.

Please note that the statutory paid holiday entitlement is capped at 28 days, so if a worker works more than a 5-day week, they will only be entitled to a maximum of 28 days paid leave per annum.

If the worker returns to work after taking leave, they will continue to accrue holiday until termination of the contract for services. On termination of the terms of engagement, Grafters Recruit will pay the worker for any leave accrued but not taken at the date of termination.

Under the Agency Workers Regulations 2010, on completion of the 12-week Qualifying Period the Worker may be entitled to paid and/or unpaid annual leave in addition to the Worker's entitlement to paid annual leave under the Working Time Regulations. If this is the case, any such entitlement(s), the date from which any such entitlement(s) will commence and how payment for such entitlement(s) accrues will be as set out in the relevant Assignment Details Form or any variation to the relevant Assignment Details Form.

All annual leave must be taken during the course of the Leave Year in which it accrues and, none may be carried forward to the next Leave Year. The Worker is responsible for ensuring that all paid annual leave is requested and taken within the Leave Year. On agreement with a Grafters Manager annual leave may be carried over to the following year, this will be shown on your payslip.

If the Worker wishes to take paid leave during the course of an Assignment, they should notify Grafters Recruit of the dates of their intended absence giving at least 14 days' notice. In certain circumstances Grafters Recruit may require the Worker to take paid annual leave at specific times or notify the Worker of periods when paid annual leave cannot be taken.

Where the Worker has given notice of a request to take paid annual leave in accordance with this clause, Grafters Recruit may give counter-notice to the Worker to postpone or reduce the amount of leave that the Worker wishes to take. In such circumstances Grafters Recruit will inform the Worker in writing giving at least the same length of notice as the period of leave that it wishes to postpone or reduce it by.

In the course of any Assignment during the first Leave Year, the Worker is entitled to request leave at the rate of one-twelfth of the Worker's total holiday entitlement in each month of the leave year.

Where a bank holiday or other public holiday falls during an Assignment and the Agency Worker does not work on that day, then subject to the Agency Worker having accrued entitlement to payment for leave, the Worker may, upon giving the notice, take a bank holiday or other public holiday as part of their paid annual leave entitlement.

Where Terms of Engagement are terminated by either party, the Worker shall repay to Grafters Recruit an amount in respect of any holiday periods taken in excess of the holiday entitlement for that year and the Worker hereby authorises Grafters Recruit to take repayment of such monies by way of deduction from any final payment owed to the Agency Worker.

Please note: Some of our contracts do not allow holiday to be taken during December. The company will authorise holiday to be carried over into the next holiday year where this is the case.