

Temp Holiday Information

This is all the holiday information you will need. Please note, if you are an umbrella / Ltd company worker, you will not receive holiday pay.

What does 'accrued' mean?

'Accrued' pay or holiday is pay or holiday that's is accumulated.

When does the holiday year run from and to?

This will start on your first day and will run for the year (52 weeks).

Holiday pay calculation and payment

The holiday pay is based on the entitlement of 5.6 weeks (28 days). This is the equivalent to 12.07 % of hours worked. Each week a timesheet is processed for you, holiday pay is accrued.

How do I check how much holiday I have accrued?

Please email timesheet@distinctrecruitment.com - and they will be able to update you at any time. We are hoping to move this to the timesheet portal in the near future.

Do I get paid on bank holidays? If I do, is this an automatic process?

Please email timesheet@distinctrecruitment.com – and they will be able to update you at any time. We are hoping to move this to the timesheet portal in the near future.

Can I be paid holiday if I haven't yet accrued enough holiday to take the full amount of time requested?

You will be paid holiday for the amount of holiday you have accrued. Any holiday taken in excess of the total amount you have accrued, will be treated as leave without pay.

When will I be paid my holiday pay be paid?

Once requested, this will be paid at the same as your hours worked for that week.

Can I claim holiday pay at any point in an assignment?

Yes, but you can only be paid for holiday accrued, and it can only be paid if you do not work on the holiday days booked.

Will I be paid my unused accrued holiday, when my assignment finishes?

Yes, this will be paid in your final pay.

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How to book holiday pay: Who do I contact if I want to book a holiday?

Please add any holiday requests to the 'Additional Info' section on the timesheet. You can also email the request through to timesheets@distinctrecruitment.com

Can I book holiday before I have accrued enough holiday?

Yes, you can book holidays in advance, but you will only be paid for hours accrued when the holiday is processed. Holiday taken in excess of the total accrued amount is treated as leave without pay.

Can I take unpaid leave if I haven't got enough holiday accrued to take?

Yes, any holiday taken for which there has not been enough holiday entitlement accrued is treated as leave without pay.