HOLIDAY REQUEST FORM

ENTITLEMENT

Under the Working Time Regulations 1998 (Amended 2007), temporary workers are entitled to 5.6 weeks paid leave per year (inclusive of bank holidays), calculated on a pro rata basis.

TERMS AND CONDITIONS

1. You start accruing holiday from your first working day but are only entitled to take it after four weeks work.

2. Your leave year starts on your first working day with K2 (i.e. if your first working day with K2 is 1st June, your 'leave year' will be 01/06 to 31/05).

3. All leave entitlement must be taken during the course of the leave year in which it accrues, and none may be carried forward to the next year.

4. All holiday needs to be requested in advance on this form, giving sufficient notice (i.e. one day's notice for one day's holiday, one week's notice for one week's holiday etc).

5. You will be entitled to payment for any untaken accrued statutory leave on termination of employment.

6. Please contact us at any time if you would like to check how many hours you have available to take.

HOW WE CALCULATE YOUR HOLIDAY PAY

The entitlement of 5.6 weeks is equivalent to 12.07% of hours worked over a year. The 12.07% figure is 5.6 weeks holiday, divided by 46.4 weeks (being 52 weeks minus 5.6 weeks).

Holiday pay is calculated looking at your previous earnings in the 52 week period immediately before the date on which your holiday begins. So if you have worked 10 hours, the calculation we use is 12.07% x 10 hours = 1.21 hours. The amount of pay for these hours uses the average hourly rate paid over the previous 52 weeks.

YOUR DETAILS

Print Name	Signature	Date

HOLIDAY REQUEST   (ONE FORM PER WEEK)

Week Ending: ………/….……/……….

MON	TUES	WEDS	THURS	FRI	SAT	SUN
☐	☐	☐	☐	☐	☐	☐

Total Days: ……………

OFFICE USE ONLY

Employee No	Division		
Entered - Cons		Entered - Payroll	