

## **Holiday Pay Guidelines to Candidates**

### **When does the holiday year begin and end?**

The holiday year runs from 1<sup>st</sup> April until 31<sup>st</sup> March each year and any accrued holiday must be taken in this period.

### **How much holiday am I entitled to?**

- All PAYE candidates are entitled to 5.6 weeks' paid leave per complete year (inclusive of bank and public holidays). If you only work part time then the number of days of annual leave is reduced on a pro rata basis.
- You are only able to take holidays that you have accrued at that point in time e.g. if you want to take a week off but you have only accrued 2.5 days then you will only be paid for the 2.5 days. You can check your holiday accrual balance at anytime by looking on your pay advice.

### **What do I do if I want to take Holiday?**

- If you would like to take holiday then you should agree to take the time off with your line manager and instead of submitting a timesheet you submit a completed holiday request form by fax on 02380 633772 or email [payroll@faststream.com](mailto:payroll@faststream.com)
- If you are only taking a couple of days off and work the remainder of the week, then a timesheet must be submitted for the days that you have worked.
- In the situation where you are taking extended holiday then you should provide plenty of notice, so that we have the opportunity to provide cover if it is required.

### **What happens if my contract ends?**

- If your contract ends then any holiday that has accrued and that has not been taken will be paid out to you.
- After 6 weeks of not working, we automatically close the contract and will pay any holiday pay due.
- If your current contract / assignment ends and you start another contract / assignment with Faststream then your holiday accrual balance will be carried over.

### **What happens if I have not taken any holiday?**

- Accrued holiday must be taken by 31<sup>st</sup> March of each year.
- Holiday can not be carried forward.
- Faststream are prohibited from making payment in lieu of untaken holiday pay as at 31<sup>st</sup> March.
- If you have untaken holiday at the end of the Holiday Year then the holiday will be lost.
- You must ensure that you take all holiday that has accrued.

**HOLIDAY REQUEST FORM**

When completed please return to Faststream Recruitment Limited

**Contractor Name:**

**Week Ending:**

**Client Name:**

**Client Contact Name:**

	Date	Holiday Days Taken (1 or ½ days)	Notes
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
<b>TOTAL</b>			

**CONTRACTOR DECLARATION**

I certify that this is an accurate record of my holiday taken.  
I acknowledge that any holiday taken that I have not accrued as part of my annual entitlement will be taken as unpaid leave.

Signature:

Name:

Date:

**CLIENTS DECLARATION**

I certify that this is an accurate record of the holiday taken by the above individual.

Signature:

Name:

Date:

**PLEASE FAX BACK TO FASTSTREAM RECRUITMENT ON  
02380 633772**