

HOLIDAYS

The 1998 Working Time Regulations legislation entitles all workers – full time and part time - up to 24 days paid annual leave. All entitlement to leave must be taken during the course of the leave year in which it accrues and none may be carried forward to the next year. Your leave year starts on your first working day for Actionline.

Holiday pay accrues pro rata from your first working day and is calculated by multiplying the number of days due by your average daily earnings. If you have been paid various hourly rates then the average amount earned is used for calculation (overtime rates excluded).

All holiday needs to be requested in advance using the slip below giving at least twice the length of the period of leave that you wish to take, for example 2 days notice for 1 days holiday, two week's notice for one week's holiday etc.

Enjoy your break!

HOLIDAY REQUEST SLIP

Name:

Number of Days:

Dates of Holiday:

Signed:

Date:

Internal Use Only

Date received:

Week Ending Date:

Client Informed

Recorded on Form