

## Holiday Request Form



### RECRUITMENT

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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. 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 K2 i.e. If your first working day for K2 is the 1<sup>st</sup> June, your "leave year" will be 1<sup>st</sup> June – 31<sup>st</sup> May

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.

Holiday pay is calculated on the basis of rates paid during a client's normal hours, up to a maximum of 8 hours per day. 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 – 5.6 weeks)

Holiday pay is calculated looking at your previous earnings in the 12 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 12 weeks.

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

**You start accruing holiday from your first working day but are only entitled to take it after 4 weeks worked.**

We hope the above makes things clearer and you enjoy your well-earned break!

Name: \_\_\_\_\_

No of Days Requested: \_\_\_\_\_

Dates of Holiday: \_\_\_\_\_

Date Request Submitted: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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### FOR OFFICE USE ONLY

Current Holiday Entitlement: \_\_\_\_\_

OK to Process? YES/NO

Contact Notes \_\_\_\_\_

Consultant \_\_\_\_\_

Date \_\_\_\_\_