

bbu Holiday Pay for Temps

Entitlement and Regulations

All staff working on a temporary basis is entitled, by law, up to a total of 28 days holiday pay per year providing they work the full year. Holiday pay is therefore worked out pro rata according to the number of weeks worked and the number of hours worked in the week. It has been increased to this level to incorporate payment for bank holidays which would otherwise be lost.

The daily holiday pay rate will be based on an average working day. This average is taken from the last 52 payments made to the Temp. Your holiday will accrue as you work for us and at any time you can enquire how much holiday entitlement you have. However, to claim your holiday please be aware of the following:

- bbu's holiday year runs from 1st January until 31st December.
- Holiday pay will only accrue for the weeks you work for bbu. If you work for another agency you will continue accruing holiday pay with them.
- You can only claim holiday pay from bbu, which has been accrued while working for bbu.
- All holidays must be taken during the holiday year and cannot be carried over into the next year.
- On 1st January of each year any unclaimed holiday will be cancelled, and holiday entitlement will commence from zero for the New Year.
- All holiday pay must be requested in writing by completing Holiday Pay Request Form that can be found on our website. Please ensure your line manager approves the form for the time off before requesting the holiday and send the form to us as soon as possible.
- It is advisable that you spread your holiday throughout the year as if you leave it to accumulate to the end of the year, you run the risk of your temporary employer not being able to grant the free time.

Please note:

Holiday pay is calculated on the average number of hours worked during the last 52 weeks, even if the last 52 weeks of your employment has been broken by sickness or absenteeism due to having taken holidays. This is unavoidable because if you temp, we cannot guarantee how many hours you will be working, and all holiday pay, whether for full time or part time employment is based on actual hours worked.

Any holiday unclaimed in a given holiday pay year will be forfeited.