



# Holiday Pay

Holiday pay is only paid to PAYE Associates of Search. If you are paid through a Limited, Umbrella, CIS or Employer Service Provider then the responsibility for Holiday Pay lies with them. You must contact them for confirmation of your entitlement.

Since 1st April 2009 every Associate has a minimum entitlement to 28 days holiday per annum. This will be pro-rated where part-time hours are worked or where an Associate does not work the full year.

Your holiday year runs from the date that you start working for Search.

Search will accrue a 'holiday pot' for each Associate. For each week that you are paid this 'pot' will be increased by minimum 12.07% of hours worked this ensures that you receive the minimum 28 days holiday.

You must provide Search with a minimum of two weeks notice of any holiday leave, this must be authorised by the Client.

## Payments

Any holiday payments are based on the average pay rate over the previous 52 weeks paid. If you have had less than 52 weeks of pay the average pay rate for the weeks you have been paid will be used.

Holiday payments will not exceed the value held in your 'holiday pot'.

## How do I request Holiday Payment?

In order to request holiday pay you should complete a Search holiday form. Please return to the main menu to download.

All holiday requests must be authorised by the Client.

This form should be sent to your Search Consultant (see contact us section for details) no later than the Friday of your holiday week.