



Holiday entitlement

Under the European Working Time Directive, all our PAYE workers are entitled to accrue holiday pay for up to 28 days per annum, which Lloyd Recruitment Services will manage for you.

Q. When do I start accruing holiday?
■ With effect from the first day you work through Lloyd Recruitment Services

Q. How much holiday am I entitled to?
■ You are entitled to 28 days leave per year, pro rate. This includes bank holidays.

Q. What happens if I do not take all of my holiday?
■ In the interests of your own well-being, you must ensure that all holiday to which you are entitled is taken in the relevant holiday year unless you stop temping for us before then. You will not, be entitled to carry forward holiday entitlement from one holiday year to the next. Our holiday year runs from 1st January to 31st December.

Q. What should I do if I want to take holiday?
■ You should contact your consultant who will arrange for your holiday to be approved. Please make sure that you give us a least 2 weeks' notice of any holiday request because we will need to cover your holiday and inform all relevant parties. Bank holidays are automatically paid unless you request in advance not to receive payment for these.

Q. How will my holiday pay be calculated?
■ When you take accrued holiday, your holiday will be paid at a daily rate. This rate will be the average gross earnings paid over the previous 52 weeks (or the actual number of weeks if less than 52) that you have worked

Q. What if I do not want to take my holiday entitlement – can I still be paid for this?

In no circumstance will pay in lieu of any accrued but untaken holiday be made, other than if you cease providing services via Lloyd Recruitment before the end of the holiday year. Lloyd Recruitment's policy in this regard is designed for your own well-being and to encourage you to take well-deserved holiday during the year.

Q. What will happen to my holiday entitlement if I stop temping for Lloyd Recruitment Services?

Should you stop working for Lloyd Recruitment before the end of the holiday year, you will be paid in lieu of any holiday accrued but untaken holiday for that holiday year on a pro-rata basis. Once you have handed in your notice, you must request all outstanding holiday to be paid so that we can process the payment.

