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

Temporary Workers have an entitlement to a maximum of 28 days (5.6 weeks) holiday per annum, inclusive of all public holiday entitlement. Entitlement to paid annual leave accrues in proportion to the amount of time worked by the temp and will be pro-rated where part-time hours are worked, or where a temporary worker does not work the full year.

Your holiday year runs from the Effective Date until each anniversary of that date (the 'Holiday Year').

All holiday entitlement must be taken during the holiday year in which it was accrued and may not be carried over. If a Temporary Worker fails to take holiday through their own failure, no payment will be made for the untaken holiday.

Holiday payments
Any holiday payments are based on the average pay rate which was received over the previous 52 week period. 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'.

Requesting holiday payment
In order to request holiday pay the Temporary Worker should complete a Search holiday form. 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.

Between assignments
Should a Temporary Worker find themselves in a situation where they are between assignments and they have holiday sitting in their 'pot', the Temporary Worker can request to take any outstanding holiday during this period.

End of employment
If a Temporary Worker terminates their employment with the company and requests their P45, this will automatically release any outstanding holiday pay which they may have sitting in their 'pot'.