

## Holiday Pay Guide

In this guide we'll look at your holiday pay, including what you need to know about accruing and claiming holiday pay as a Fair Pay Services employee.

### Your holiday pay entitlement

UK employees are entitled to 5.6 weeks' paid holiday a year – including bank holidays. This accrues as you work, so if you're only employed for part of the year, you will accrue less than 5.6 weeks.

### How does your holiday pay work?

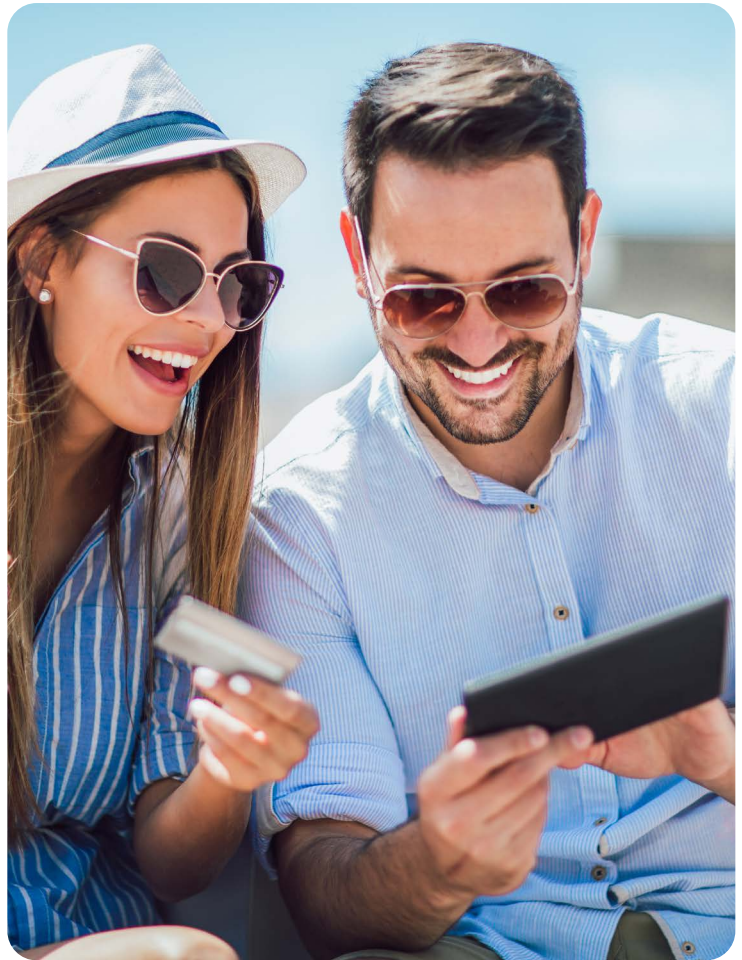
Holiday pay is accrued as you work. You will see a deduction from our income on your payslip to cover the cost of holiday pay, and your accrued holiday pay is available to claim whenever you choose.

### How much holiday pay do you have available?

Each time you are paid, your payslip will show your accrued holiday pay at the bottom. This is the amount of money you have available to claim before deductions for tax and National Insurance.

Some of our employees opt to have their holiday pay paid to them immediately, as it accrues. If this applies to you, you will see your holiday pay being paid to you each time we pay you, and the accrued figure will stay at zero.

This will mean you have no holiday pay to claim when you have time off, and you will need to make alternative provision to cover your holidays.



### How to claim holiday pay

To claim holiday pay, please email your request to [holidayrequests@fairpayservices.co.uk](mailto:holidayrequests@fairpayservices.co.uk).

Be sure let us know how much of your holiday pay you would like to claim.

### When to claim your holiday pay

It's always better to claim your holiday pay when you've had time off, in the week when you otherwise would not be paid. This is usually the week following your holiday.

We will make the payment on the Friday after we receive your request, and the money will arrive in your account on the same day. To be include your requested holiday pay in Friday's payment run, we would need to receive it by 4:30pm on the Thursday.

If your request arrives after this time but you are paid your salary later on Friday then it will be paid at the same time as your salary.

If you are not paid salary on these days, it will be paid on Friday the following week to arrive in your account on the same day.