



Love Success' holiday pay process is used to book holiday and administer payment for holidays that you take. It relates to PAYE and student workers only; if you are a limited company worker or are working through an umbrella company, you will receive your holiday pay through the limited company. The annual entitlement for holiday is pro-rated for part-time workers.

### **What's the benefit to me as a worker?**

You will be paid when you are on holiday, and it's easy to book holidays in advance using Love Success Holiday Request Form. You can request a holiday request form from your Executive Consultant at anytime.

### **What does 'accrued' mean?**

'Accrued' pay or holiday is pay or holiday that is 'banked', or accumulated.

### **Can I opt out of holiday pay?**

No. This scheme has been introduced after a ruling made by the European Court of Justice and is now a legal requirement in the UK.

### **When does the holiday year run from and to?**

It is as per the calendar year, but adjusted to accommodate Love Success weekly payroll. It runs from the 1st January to 31st December (52 weeks).

### **Holiday pay calculation and payment**

The holiday pay rate is based on your average pay rate for the preceding 12 weeks worked at the time your holiday is paid excluding non-guaranteed overtime payments as per government guidelines.

### **How do I check how much holiday I have accrued?**

Your cumulative holiday entitlement, cumulative holiday paid to date and holiday balance are available on request from your consultant via phone or email.

### **Will Love Success pay holiday pay without a holiday being taken?**

Holiday pay can only be paid for holiday taken. The legislation does not allow holiday pay to be paid for any reason other than holiday.

### **Do I get paid on bank holidays? If I do, is this an automatic process?**

Yes, if you have any holiday accrued. You need to claim your holiday entitlement on bank holidays as you would for any other holidays you wish to take. This can be done by contacting your Executive Consultant and requesting a holiday request form.

### **If I want to take a bank holiday off, how far in advance should I book it?**

Taking bank holidays off is very popular, so book these holidays as early as possible.

### **Can I carry over holiday entitlement to the next holiday year?**

Any holiday entitlement must be taken during the course of the holiday year in which it is accrued. You cannot carry any over to next year, so you must use it or you will lose it.

### **Can I be paid holiday if my holiday entitlement is not sufficient to cover the booked holiday period?**

You are paid holiday to the value of your holiday entitlement. Holiday taken in excess of the entitlement is treated as leave without pay.

### **When will I be paid my holiday pay?**

Holiday pay is paid in the same way as normal worked days i.e. weekly in arrears. Should holiday and worked days occur in the same week and we receive your work timesheet in time, a single payslip will be produced which will show both pay types on one payslip.

### **Can I claim holiday pay at any point in an assignment?**

Yes, but you can only be paid for holiday accrued, and it can only be paid if you do not work on the days booked.

### **If I have finished my assignment and do not start the next assignment immediately, do I need to request my P45 to claim my holiday entitlement?**

No, the entitlement remains with you, and should you take on a further assignment your accrual will continue to accumulate. If you have a gap between assignments, we would suggest that you book this time as holiday.

### **How will I be paid my outstanding holiday entitlement, when I cease to work on Love Success assignments?**

If you leave, you should request your P45 and your outstanding holiday entitlement.

### **If I am a student do I need to request a P45 when I finish work?**

Yes, as a student you should request via [temps@lovesuccess.co.uk](mailto:temps@lovesuccess.co.uk) your P45 and any outstanding holiday pay. An actual P45 will then be issued.

### **Is the holiday accrued capped?**

No, the accrual is based on the number of Working Time Regulation hours worked.

### **Is holiday pay taxed?**

Yes, it is taxed when it is paid, not when it is deducted.

### **How to book holiday pay**

#### **Who do I contact if I want to book a holiday?**

At least 2 weeks before you go on holiday, confirm with your employer that your holiday booking is convenient. You should then request a Holiday Request Form from your Executive Consultant at Love Success.

#### **Can I book holiday before I have accrued it?**

Yes, you can book holidays in advance, but you will only be paid for hours accrued when the holiday claim is processed. Holiday taken in excess of the entitlement is treated as leave without pay.

#### **Can I book holiday for the same day that I work?**

Holiday can be booked for up to half a worked day (4 hours).

#### **If I haven't accrued enough holidays, can I take unpaid leave?**

Yes, any holiday taken for which there has not been enough holiday entitlement accrued is treated as leave without pay.

#### **Can I book holidays on days that fall outside my normal work pattern e.g. Monday- Friday?**

Days not normally worked cannot be booked as holiday. The legislation is aimed at ensuring workers take their holiday entitlement for health and safety reasons.

#### **Can I request a holiday for Saturday or Sunday?**

Holiday can only be booked against days that are normally worked.

#### **Can I take a half-day holiday?**

You are allowed to book 4 hours holiday to reflect half a day's holiday.

#### **Can I cancel or amend holidays that are already booked?**

Yes, you can by contacting your Executive Consultant at Love Success.



# Holiday Pay Entitlement Calculations Explained

## How to calculate annual leave weeks:

There is a basic equation that can be used to formulate the number of weeks of annual leave you have accrued.

This is:

Total Number Of Qualifying Weeks In Leave Year

Total Number Of Weeks In Leave Year\*

X Total Number Of Weeks Entitlement

To work out the Total Number of Weeks in your leave year – take the number of weeks entitlement and deduct from 52.

## How to calculate your payment for an annual leave weeks:

Another basic calculation can be used to calculate the earning of 1 week of annual leave.

1. Sum up all the Annual Leave Gross Pay for the 12 most recent qualifying weeks prior to the current week
2. Divide the above result by 12

This is defined as the 'Average Gross Pay' for 1 week of annual leave.

If this is generated via a system it will also calculate 'average hours' and the 'average pay rate'.

The 'average hours' is calculated by taking the 'Annual Leave Hours' accumulated against the 12 most recent weeks and divided by 12.

The 'average pay rate' is calculated by dividing the 'Average Gross Pay' by the 'Average Hours' that have previously been calculated.

If you have not yet worked 12 weeks, the system will automatically take the total number of weeks worked – prior to the current week and then divide by the same number.

**PLEASE SEND ALL HOLIDAY REQUESTS TO  
[holidayrequest@lovesuccess.co.uk](mailto:holidayrequest@lovesuccess.co.uk)**