

Scattergoods Agency Ltd

Holiday Pay Policy

When you work for Scattergoods Agency, you accrue holiday pay.

The annual leave year runs from **THE 3RD MONDAY IN FEBRUARY** through to **THE 2ND SUNDAY IN FEBRUARY EACH YEAR**. Specific dates are as detailed on your enclosed Holiday Request Form.

All holiday requests must be submitted to Scattergoods NO LATER than the FRIDAY BEFORE the requested holiday pay day. This includes final Holiday Year End requests, as per your holiday request form.

YOU MAY NOT CARRY HOLIDAY PAY FORWARD

The average number of hours you have worked per week is used to calculate your holiday pay entitlement.

We need to make sure that our clients are supplied with the staff they need, so please discuss your future holiday requirements with us. Holiday requests should be made in writing at least 7 days before the payment is required. A holiday request form can be found in the back of this handbook.

Please note that you must accrue the necessary hours to be paid **BEFORE** your holiday. Advances on holiday pay not accrued, are not possible. **Holiday pay can only be paid when you have accrued more than 4 hours, ie. half a day and can only be paid in whole hours.**

IT IS YOUR RESPONSIBILITY TO ASK FOR ALL YOUR HOLIDAY PAY AND TO MAKE SURE YOU HAVE USED ALL YOUR ENTITLEMENT BEFORE THE END OF THE HOLIDAY YEAR.