

## ALLEN ASSOCIATES - A CHANGE TO HOLIDAY PAY REQUESTS

At Allen Associates, we are committed to continuous improvement in all aspects of our offering and understand that providing candidates with a highly innovative service is paramount.

As a result of recent feedback, and in line with our recent decision to move to an electronic timesheet system, we have taken steps to improve the way holiday pay is requested.

Rather than claiming paid annual leave using the holiday pay form, moving forward you will be able to request your holiday pay via the Allen Associates website. Please see the below link to the specific location:

<https://www.allen-associates.co.uk/For-Temp-Workers>.

**PLEASE SCROLL DOWN THE PAGE FOR THE ONLINE FORM**

### Holiday Pay Form

Please fill out the details below:

Name:

Email:

First day of holiday:

Last day of holiday:

Total number of hours requested:

Line Manager Authorisation obtained?:

- Yes
- No

As a reminder, you are entitled to 28 days' paid holiday pro-rata each year (including 8 days for the bank holidays). This holiday must be taken within your holiday year, which runs for 12 months from the start date of your contract. We cannot pay you holiday pay unless you take a holiday, or finish working with us. Also, please note that Bank holidays not worked will not be paid unless you notify us that you wish to have it paid as part of your leave entitlement

To claim paid leave, please complete the new electronic form on the website. Please ensure you give us notice (we suggest notice that is twice as long as your holiday period), and ensure your Manager has authorised the absence internally. Please do rest assured, that all holiday forms submitted in the old manner will still be paid.

#### Finally...

- If you are claiming holiday pay, please leave the hours blank on InTime – holiday pay is processed separately to the hours you work.
- Also, if you are claiming holiday pay for a whole week, please remember to submit a blank timesheet to prevent us from chasing you on Monday!

Please feel free to contact me if you have any questions or queries regarding this change moving forward.

Kind regards

Hannah