

# Holiday FAQs

## Do temporary staff accrue holidays?

From your first day on assignment for LWR, you are entitled to a maximum of 28 days annual leave in each holiday year, which you will start to accrue from this point.

## Can holiday be booked before it is accrued?

You are able to book holidays in advance, however you will only be paid for the days you have accrued, so any additional days will be classed as unpaid leave.

## Are bank holidays payable?

Yes, if you have accrued the holiday. To claim your entitlement for bank holidays you need to complete and return a LWR holiday request form, which you can request from the LWR administration team.

## Who is the point of contact if I want to book a holiday?

You will need to contact the LWR administration team who will confirm how many holidays days you have accrued and send you a holiday form to complete and return. Holiday must be booked one week ahead of your proposed holiday dates and you will also need to gain holiday approval from your employer.

## Can holiday entitlement be carried over to the next holiday year?

Holiday entitlement must be taken during the holiday year in which it's accrued. Our holiday year runs from January to December and we do not allow you to carry any over to the following year.

## How much holiday is processed per week?

LWR process a maximum of 37.50 hours holiday in any one week

## How will I be paid for my holiday?

Holiday pay is paid the same way as normal pay i.e. weekly in arrears.

## Can holiday already booked, be amended?

Yes, you need to notify the LWR administration team of any changes you wish to make to your holiday leave.

## Will LWR pay holiday pay without a holiday being taken?

No, holiday pay can only be paid for holiday taken. We do not allow holiday pay to be paid for any reason other than holiday.

## How do I check the amount of holiday I have accrued?

You need to contact a member of the LWR administration team who will be able to confirm your the holiday days you have accrued.

## Can I book holidays on days that fall outside my normal work pattern?

No, these days cannot be booked as holiday. This is in place to ensure workers take their holiday entitlement for health and safety reasons.

To contact our Administration Manager, Melanie Clark

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