

HOLIDAY FAQs



We are always happy to answer any questions from our Temporary employees and candidates, if you can't find the answer to your query in our FAQs, get in touch and we will help in any way we can!

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10 COMMONLY ASKED QUESTIONS...

- 1. 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
- 2. 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.
- 3. ARE BANK HOLIDAYS PAYABLE?**
Yes, if you have accrued the holiday. To claim your entitlement for bank holidays you need to complete a LWR holiday request form, which you can request from the administration team
- 4. 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 holiday 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
- 5. CAN HOLIDAY ENTITLEMENT BE CARRIED OVER TO THE NEXT HOLIDAY YEAR?**
Holiday entitlement must be taken during the holiday year in which it is accrued. Our holiday year runs from January to December and we do not allow holidays to be carried over.
- 6. HOW WILL I BE PAID FOR MY HOLIDAY?**
Holiday pay is paid the same way as normal pay i.e. weekly in arrears
- 7. CAN HOLIDAY ALREADY BOOKED, BE AMENDED?**
Yes, you need to notify the LWR administration team of changes you to make to your leave
- 8. 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
- 9. HOW DO I CHECK THE AMOUNT OF HOLIDAY I ACCRUED?**
You need to contact a member of the LWR administration team who will be able to confirm the holiday days you have accrued
- 10. 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

