



## **Quality Premier Services Paid Holiday Scheme Information Form**

Quality Premier Services values your contribution and has introduced a Holiday Pay Scheme to clarify our position with regard to paid holiday procedures.

1. Quality Premier Services leave year is as your Terms of Engagement – January to January.
2. Paid leave may not be taken during the first 3 months of assignments.
3. Should you wish to take leave you must inform **QS Recruitment** in writing of the intended dates of absence. The amount of notice should be at least twice the length of the period of leave that you wish to take but be no less than 1 week and 1 day.
4. To book a holiday you must submit a **“Holiday Request Form”**. The form is available on request from the payroll department or as a PDF download from the **QS Recruitment** website [www.qsrecruitment.com](http://www.qsrecruitment.com).
5. The “Holiday Request Form” must be authorised by the Payroll Department and Operations Manager. A signed copy will then be sent back to you. This signed form will be the receipt for authorised paid leave and will be the only document recognised in the case of a dispute.
6. Leave to take holiday will only be granted if operationally viable – our ability to provide cover for you will be taken into account when determining whether or not to grant a period of paid absence.
7. We may ask you to take paid holidays at such times as to suit our operational needs.
8. Bank Holidays are included in your annual holiday entitlement. However you may be required to work on assignment on a Bank Holiday day. Should you wish to take a Bank Holiday as a paid holiday you must comply with points 3 & 4.
9. The maximum consecutive paid holiday will be 5 days at any one time.
10. Any absence without following our Holiday Booking Procedure will not result in payment as a holiday.
11. The Company reserves the right to deduct payment for holidays taken in excess of holiday entitlement from the final payment of wages to be made to the Temporary Worker.
12. None of the provisions above or in our Terms of Engagement shall affect your status as a Temporary worker.
13. You are entitled to 5.6 weeks annual leave in the full working year (260 working days). This means that if you work 5 days per week for a full working year you will be entitled to 28 days annual leave per year. The Company's holiday year runs from such date as shall be notified to you at the start of your employment, and should you join the Company after the start of such holiday year (so that you work less than 260 days in a full holiday year) your entitlement for your first holiday year of employment will be pro-rated accordingly e.g. if you work 130 days in one holiday year and you work five days per week you will be entitled to 14 days' annual leave. During your first year of employment with the Company, you will only be entitled to take holiday as it accrues.
14. You are encouraged to make use of any annual leave entitlement that you have accrued and you agree to take your holiday at such times as the Company shall reasonably require, it being agreed that any time between client-related assignments shall be taken as holiday unless otherwise agreed by the Company. Holiday accrued but unused may not be carried over from one holiday year to another. Further details regarding your Company's holiday pay arrangements may be set out in the Employee Handbook from time to time in place.
15. 12.07% of basic hourly rate represents payment in respect of your holiday entitlement. The Company will retain this portion of your pay to be paid to you when you take authorised annual leave. You will be paid for each day of holiday authorised by the Company and the relevant client at an hourly rate calculated on the basis of your average income over the 12 weeks preceding the holiday.
16. The Company understands that many employees from time to time would prefer to be paid holiday pay in advance of taking their holiday, such as where they wish to pay for a holiday in advance. Therefore you may ask by notice to the Company to be paid your holiday pay on an advance basis such that you receive payment in respect of holiday pay as the entitlement to holiday pay accrues rather than when the holiday is taken. It will be a matter for the Company's discretion whether to allow this. If you are paid on this basis you will receive no additional payment whilst on annual leave because you will already have been paid the relevant holiday pay in advance.
17. For the avoidance of doubt the paying of holiday pay on an advance basis does not mean that you lose the right to take holiday: you will instead have been paid your holiday pay in advance. The Company considers it important that you take such rest and holiday as may be necessary in order to protect the health and safety of all at your workplace and reserves the right to require you to take holiday in accordance with the rest and holiday periods from time to time applicable under the Working Time Regulations 1998, and do not work during such breaks for anyone else and reserves the right to require you to supply accurate information to the Company about holiday you have taken during and before your assignment.

I have read and understand the above points:

Signed.....Print .....Date.....

For guidance notes please see the foot of the page

HOLIDAY REQUEST FORM

If entitled I would like to take from \_\_\_\_\_ to \_\_\_\_\_ as a paid holiday (maximum 5 consecutive days) Sector worked (delete as appropriate) INDUSTRIAL / CATERING / DRIVING / COMMERCIAL.

Print Name \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

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Authorised by (QSR) \_\_\_\_\_ Date \_\_\_\_\_

Payroll Acknowledged \_\_\_\_\_ Date \_\_\_\_\_

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Authorised by (QSR) \_\_\_\_\_ Date \_\_\_\_\_

Payroll Acknowledged \_\_\_\_\_ Date \_\_\_\_\_

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- *Please print, tear off and complete an individual holiday request for each consecutive period of leave to be booked*
- *The dates that you record as “From” and “To” should be inclusive, i.e. from the first day that you are away to the last day of your holiday.*
- *After completing the holiday request form it must be sent to Head Office by post to:*  
*The Payroll Department*  
*QS Recruitment Ltd*  
*523 Alfreton Road*  
*Nottingham*  
*NG7 5NJ*

*Or scanned and emailed to: [payroll@qsrecruitment.com](mailto:payroll@qsrecruitment.com)*

- *You are responsible for ensuring that your holiday request form has been received by the payroll department and that it has been approved. **If your request has not been received in time you will not be entitled to paid leave***