



## **QS Recruitments Paid Holiday Scheme Information Form**

Q.S. Recruitment values your contribution and has introduced a Holiday Pay Scheme to clarify our position with regard to paid holiday procedures.

1. All holiday entitlement to leave must be taken during the course of the leave year in which it accrues and none may be carried forward to the next year.
2. QS Recruitments leave year is as your Terms of Engagement – April to April if you started before 21/06/2021 or from your start date to one year to the day later, if you started after 21/06/2021.
3. Workers paid through Umbrella Schemes and Self Employed workers are excluded from this paid holiday scheme.
4. Paid leave may not be taken during the first 3 months of assignments.
5. In the course of any assignment during the leave year you are entitled to request leave at the rate of one-twelfth of your total holiday entitlement in each month of your leave year.
6. Should you wish to take leave you must inform QS Recruitment in writing of the intended dates of absence. The amount of notice should 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.
7. 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 our website [www.qsrecruitment.com](http://www.qsrecruitment.com).
8. 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.
9. 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.
10. We may ask you to take paid holidays at such times as to suit our operational needs.
11. 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 6 & 7.
12. The maximum consecutive paid holiday will be 5 days at any one time.
13. In the case of any dispute the Grievance Procedure requires the complaint to be made in writing to the Operations Manager within 7 days. Appeal is to the Managing Director whose decision is final.
14. Any absence without following our Holiday Booking Procedure will not result in payment as a holiday.
15. 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.
16. Upon Termination of your contract for services any outstanding holiday pay will be paid the week after you receive your final payslip.
17. None of the provisions above or in our Terms of Engagement shall affect your status as a Temporary worker.

*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*  
*137 Canal Street*  
*Nottingham*  
*NG1 7HD*

*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***