



Name			
Holiday Accrued this can be found on your payslip			
Dates Requested			
Total number of hours to be taken			
Signed		Date	

PAYE WORKERS – HOLIDAY

Frequently Asked Questions

How much holiday do I have?

- Holiday is shown on each temporary workers payslip as 'holiday accrued' or 'holiday c/fwd'

How many days holiday do I have?

- To work out how many days or hours holiday you have in your holiday fund you need to divide your 'holiday accrued' by your pay rate. This will give you the number of hours you have accrued or the number of days if you are day rate

Can I opt out of holiday pay?

- No. This scheme has been introduced after a ruling made by the European Court of Justice and is now a legal requirement in the UK.

When does the holiday year run from and to?

- As per the PAYE terms of engagement MMP Consultancy's holiday year runs inline with its tax year meaning you will accrue and take statutory leave commencing on 30 September and runs until the anniversary of that date

Will MMP Consultancy pay holiday pay without a holiday being taken?

- Holiday pay can only be paid for holiday taken. The legislation does not allow holiday pay to be paid for any reason other than holiday.

Do I get paid on bank holidays? If I do, is this an automatic process?

- Yes, if you have any holiday accrued this will be automatically processed and paid to you.

Can I carry over holiday entitlement to the next holiday year?

- Any holiday entitlement must be taken during the course of the holiday year in which it is accrued. You cannot carry any over to next year, so you must use it or you will lose it.

Can I be paid holiday if my holiday entitlement is not sufficient to cover the booked holiday period?

- You are paid holiday to the value of your holiday entitlement. Holiday taken in excess of the entitlement is treated as leave without pay.

When will I be paid my holiday pay?

- Holiday pay is paid in the same way as normal worked days i.e. weekly in arrears. Should holiday and worked days occur in the same week and we receive your work timesheet is received in time, a single payslip will be produced which will show both pay types on one payslip.

Can I claim holiday pay at any point in an assignment?

- Yes, but you can only be paid for holiday accrued, and it can only be paid if you do not work on the days booked.

How will I be paid my outstanding holiday entitlement, when I cease to work on MMP Consultancy's assignments?

- If you leave, you should request your P45 via accounts@mmpconsultancy.co.uk
Once your P45 is processed you will be paid your outstanding holiday entitlement.

Is holiday pay taxed?

- Yes, it is taxed when it is paid, not when it is deducted.