

Holiday Entitlement

Under the European Working Time Directive, all our PAYE workers are entitled to accrued holiday pay of up to 28 days per annum, which Optima will manage for you.

Q. When do I start accruing holiday?

With effect from the first day you work through Optima Recruitment.

Q. How will holiday pay be calculated?

When you take accrued holiday, your holiday will be paid at a daily rate. This rate will be the average gross earnings paid over the previous 12 weeks (or the actual number of weeks if less than 12) that you have worked.

Q. How much holiday am I entitled to?

You are entitled to 28 days paid leave per year, pro rata. This includes bank holidays.

Q. What happens if I do not take all of my holiday?

In the interests of your own well-being, you must ensure that all holiday to which you are entitled is taken in the relevant holiday year unless you stop temping for us before then. You will not, be entitled to carry forward holiday entitlement from one holiday year to the next. Our holiday year runs from 1st January to 31st December.

Q. What should I do if I want to take holiday?

You should contact your Consultant who will arrange for your holiday to be approved. Please make sure that you give us at least 2 weeks' notice of any holiday request because we will need to cover your holiday and inform all relevant parties. Bank holidays are not paid automatically, if you wish to claim for bank holidays you will need to request these in advance with your Consultant.

Q. What will happen to my holiday entitlement if I stop temping through Optima?

Should you stop working through Optima before the end of the holiday year, you will be paid in lieu of any accrued but untaken holiday for that holiday year on a pro-rata basis. Once you have handed in your notice, you will have to request all outstanding holiday pay in order for us to process it.

