



Guaranteed recruitment solutions, engineered from the global talent pool, by discipline specific consultants

## PAYE HOLIDAY PAY RULES & REQUEST FORM

### HOLIDAY PAY RATE

Your Holiday Pay Rate is detailed on the front of your Contract Offer.

Holiday pay will be paid at the time you take your holidays.

- If your contract terminates within the holiday year you will be paid any outstanding accrued holiday pay along with your final payment.
- If you have worked a complete holiday year and you have not used your holiday entitlement, we cannot pay you in lieu of un-taken holidays, nor can they be carried over to future years.
- If you are still engaged at the end of a holiday year and you have not used your holiday entitlement, we cannot pay you in lieu of un-taken holidays, nor can they be carried over to future years.

### HOLIDAY YEAR

The holiday year will commence on the first Monday in June and will run for twelve calendar months.

### TIMESHEETS

You should complete a separate NES timesheet to record all holidays taken. You should indicate which days are taken as holiday by placing a letter H in the box provided for each relevant working day.

<b>Contractor Name</b>	
<b>NES Recruitment Consultant</b>	
<b>NES Office</b>	
To comply with the current Working Time Regulations 2007 you must take 24 days holiday (which may include statutory holidays) in each complete holiday year.	
<b>From: (inclusive)</b>	
<b>To: (inclusive)</b>	
<b>Total No. of Working Days Requested</b>	
<b>CLIENT APPROVAL &amp; DETAILS</b>	
<b>Client Company Name</b>	
<b>Client Signature</b>	
<b>Name of Authorised Signature</b>	
<b>NOTE TO THE CLIENT</b>	
Should you require cover for this period, please contact the above recruitment consultant. <i>Thank you</i>	

**NES must receive this form at least 10 days prior to the start date of your holiday.**

Please fax to NES Group on 0161 941 4873

You can also post this to  
NES Group  
Station House  
Stamford New Road  
Altrincham  
Cheshire  
WA14 1EP