

Holiday Pay



BCL Legal is responsible for recording and paying holiday pay to its PAYE contractors.

Every freelancer is entitled to a maximum of 24 days paid holiday per year in line with The Working Time Regulations 1998. When you work through BCL Legal these weeks do not have to be with the same company. As long as the assignment is through us and you are not getting paid holiday as part of your package, you will accrue paid holiday every day you work.

We can only pay you for time that you actually take off work as the scheme was designed to encourage people to take holidays.

Temporary workers can claim the holidays due to them at any time during the year via a Holiday Request form available from the website or by contacting our office.

Notice must be given in good time, at least twice as long as the period of leave to be taken. It is very important that you let your Consultant know if you are planning to take leave. Any holiday entitlement due from BCL Legal will be paid out in the week after the holiday has been taken.

Under the regulations, you may not carry holiday pay forward from one leave year to the next, therefore any holiday pay due must be taken in the leave year in which it was accrued. The 2008 BCL Legal holiday year runs from 1st November 2007 to 31st October 2008 (52 weeks).

When you finish working through BCL Legal, any holiday pay entitlement accrued but not used will be paid out in your final payslip.

Bank and Public Holidays will be taken as paid holiday if you have accrued the necessary days, i.e. paid Bank Holidays will come out of your 24-day entitlement. In this instance, Bank and Public Holidays will be paid out automatically by BCL Legal to those temporary workers who have accrued the necessary days at that point.

Requested holiday pay is worked out as an average of gross basic earnings over the prior 12 week period.

Example

If your basic hourly rate is £10.00, the holiday pay calculation will be as follows:
Premium Rate = $£10 \times 110.17\% = £11.02$ Premium Rate. The Holiday pay of 10.17% is therefore £1.02 per hour (£11.02 - £10.00).

Basis of calculation

Holiday pay is ONLY paid on basic working hours and overtime; bonuses are not included.

BCL Legal