Dear Click or tap here to enter text.

Taking Holidays – Paul Ingram Employment & Recruitment Ltd

As you are aware you have Holiday Entitlement whilst working for P.I.E.R.

Your entitlement is 20 days leave + 8 Bank Holidays (28 Days).

The bank holidays will automatically be covered without the need to book or submit a Holiday Form.

Booking Time Off

Before you book any leave, please contact Rebecca Sparks in Payroll on 01446 688886 or [rebecca@pier-recruit.co.uk](mailto:rebecca@pier-recruit.co.uk) and ask how many hours you have accrued for holidays. We can then run your holiday timesheet to let you know how many hours you have accrued. Once you have learnt how many hours you have accrued you will be able to work out how much time you can take off.

To book leave please ensure you complete a Holiday Request Form (Copy Enclosed) and have this signed off by your site supervisor to authorise the holiday leave.

Email this to Rebecca who will ensure your holiday pay is processed for you, when you need it.

Christmas

It’s always a good idea to keep some holiday to cover you when the sites are closed over the Christmas period. If you have not taken all your entitlement by the time Christmas break comes around again ensure you speak with Rebecca to ask how many hours you have accrued.

At this point we recommend that you request all your hours accrued over the Christmas period as you will not be able to carry them over to the following year. Your holiday year runs from January – December every year.

I hope this helps and should you have any queries please do not hesitate to contact us.

Yours sincerely



*Paul Ingram*

*Managing Director*