

Holiday Process Explained

Your holiday year is 1 October – 30 September.

From the first day of your first assignment, you will be eligible for up to 28 days holiday per year.

You must be in continuous employment to be entitled to the full 28 days. For every full week you work you will accrue approximately 0.53 days.

Holiday can be taken as half or full days only.

If you wish to take paid annual leave, please complete a holiday form and either email it or hand it back to your consultant; your consultant will advise if your request has been authorised.

There may be occasions when due to operational reasons, we may be unable to authorise holiday, particularly if you do not give enough notice. If holiday is not authorised and you take leave, any absence will be deemed as unauthorised and may lead to disciplinary action.

Holidays Required	Notice Period
1-3 days leave	7 days minimum notice period
4+ days leave	Double notice period – eg. 4 days holiday = 8 days notice, 1 week holiday = 2 week's notice

Holiday pay can only be requested on days that you would ordinarily work (e.g. if you ordinarily work 2 days per week you can only take 2 days holiday in a week). Reminders will be sent by MTRG if you fail to book leave.

Holiday accrued in the last week of the holiday year will be allowed to be carried over into the next holiday year.

Holiday must be taken as time away from work. We are legally unable to pay in lieu of holiday not taken. The only exception to this is if your contract with MTR Group Recruitment Ltd terminates at which point, MTRG will pay all outstanding leave.

Candidate Name: _____

Signed: _____

MTRG Representative: _____

Date: _____

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