

1.0 HOW TO REQUEST HOLIDAY PAY

The TBC leave year runs from 1 March to 28/29 February each year.

You are entitled to a maximum of 28 days paid leave per leave year (this includes bank holidays where applicable).

When you wish to take any of your accrued holiday, you must notify the TBC branch you are registered with in writing with the dates you would like off. You must give notice of at least twice the length of the holiday you wish to take.

For example:

1 day off = at least 2 days' notice

1 week off = at least 2 weeks' notice

2.0 HOW HOLIDAY PAY WORKS

2.1 Holiday is tracked in hours

Your holiday entitlement is recorded in hours, not days.

If you normally work an 8-hour shift, request 8 hours holiday for a full day. For a half day, request 4 hours.

If you're unsure, you can request a full day or ask your branch to confirm the correct number of hours.

2.2 You earn holiday as you work

You build up (accrue) holiday every time you work.

For every hour worked, you earn 12.07% of that time as holiday (unless your assignment specifies a higher rate). This is equivalent to 5.6 weeks holiday per year for a full-time worker.

Example:

If you work 40 hours in a week, you will accrue 4.83 hours holiday.

2.3 Holiday pay is based on your average earnings

To receive holiday pay, you must be physically away from work during the holiday period.

Holiday pay is designed so that you still receive pay while you are on holiday. This includes all hours you normally work, including regular overtime.

Holiday pay is calculated as an average day's pay (or average hourly pay) based on a reference period of the previous 52 weeks, or the number of complete weeks you have worked if less than 52 weeks

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It is your responsibility to take all paid leave that you are entitled to. Under the Working Time Regulations, we are not entitled to pay you instead of you taking your leave entitlement, except on termination of employment. You must be physically away from your place of work to receive your holiday pay. The basic principle of holiday pay is that you still receive remuneration whilst you are on holiday.

The Best Connection or the Client can reasonably refuse a holiday request and require you to take your holiday at a different time. This might be for example during busy periods at a particular Client where they require you to work.

The Best Connection also reserves the right to require you to take any outstanding holiday entitlement during any period of notice whether given by you or The Best Connection.

We cannot offer you work whilst you are on paid leave from another agency.

If when you leave The Best Connection, you have taken more leave than you have actually accrued that year, then you agree to repay the amount equivalent to the amount of days by which you have exceed your entitlement. The Best Connection will deduct this amount from your final pay. If this amount is in excess of your last pay, then you must pay this money back to us within 7 days of you leaving

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