

- The TBC 'Leave Year' runs from the 1<sup>st</sup> March to 28/29<sup>th</sup> February each year.
- You are entitled to a maximum of 28 days paid leave each year.
- The number of days you are entitlement to is accrued in proportion to the amount of time worked continuously by you on an Assignment during the leave year.  
 e.g. if you have worked for 12 weeks, your entitlement is  $28 \div 52 \times 12 = 6.46$  days.
- When you wish to take any of your accrued leave, you must notify the TBC branch you are registered with in writing of the dates of your intended absence. The amount of notice which you are required to give is at least twice the length of the period of leave that you wish to take.
- The minimum leave you can take is 0.5 days.
- You must take leave in the leave year, or you may lose the entitlement, and if you have been paid you must take the leave.
- You must be physically away from your place of work to receive holiday pay. The basic principle of holiday pay is that you still receive remuneration whilst you are on holiday.
- All hours you normally work will be included in the calculation of your holiday pay this includes regular overtime.
- Any annual leave will be paid at a rate of an average day's pay for each day of leave, your average day's pay will be calculated based on a reference period of the previous 52 weeks, or the number of complete weeks for which you have worked, if less than 52 weeks. The length of a day will be calculated pro rata as 1/5 of the average hours worked over the last 52 weeks.



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**Total pay in 52-week period**

Week No.	Weekly hours	Pay Rate (£)	Weekly Pay (£)	Weeks in assignment period	Total hours worked in assignment period	Total Pay for assignment period
<i>Calendar weeks making up assignment periods</i>	<i>Total number of hours worked in a week</i>	<i>Pay received for each hour worked</i>	<i>Total pay for each week (Weekly hours x pay rate)</i>	<i>Total of all weeks in assignment period</i>	<i>Weekly hours x weeks in assignment period</i>	<i>Weekly pay x weeks in assignment period</i>
1	37.5	9.00	337.50	1	37.5	337.50
2	30	9.50	285	1	30	285
3-7	37.5	8.72	327	5	187.5	1635
8	30	9.00	270	1	30	270
9-13	40	8.72	348.80	5	200	1744
14-16	37.5	9.50	356.25	3	112.5	1068.75
17-29	30	9.50	285	13	390	3705
30	42	9.00	378	1	42	378
31-39	37.5	9.50	356.25	9	337.5	3206.25
40	22.5	9.50	213.75	1	22.5	213.75
41	40	9.50	380	1	40	380
42-52	40	8.72	348.80	11	440	3836.80
<b>Total</b>				<b>52</b>	<b>1869.5</b>	<b>£17,060.05</b>

**Example Holiday Pay Calculation for 10 days' annual leave**

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