

Clarification of Holiday Procedures

During employment with CH Recruitment you are entitled to four weeks holiday pay plus all statutory bank holidays - 28 days in total, pro rata, per annum (January to December).

- Holiday entitlement will start to accrue from the day you start work, but cannot be taken within the first month
- Holiday pay is calculated on the average hours worked per week
- You will accrue 0.58 days for every week worked and it is calculated according to the average number of hours you have worked
- All paid holiday is taken in whole days or half days (not hourly)
- All accrued holiday must be taken within that holiday year, by law we cannot carry out standing holiday over to the next year
- To receive holiday pay please complete a holiday form at least one week in advance of the date required
- Holiday pay will automatically be paid for a Bank Holiday there is no need to complete a form in this instance

If you have any queries, please do not hesitate to contact a member of the CH Recruitment team.

Time Sheet Instructions

To aid completion of your timesheet, please complete the following:

- Your Name
- Nature of Temporary Assignment/Job Title
- Company Name and address
- Who you are reporting to
- Date and Time Assignment Started
- Week Ending Date (Sundays)

Please ensure that the “Certificate of Hours Worked” is completed:

- FROM= Start time TO= Finish time
- HOURS= Total number of hours from start to finish
- BREAK= Total amount of unpaid breaks
- HOURS LESS BREAK= Total hours minus breaks, i.e. total hours to be paid

All of the figures need to be to the **nearest 15 minutes, written as decimals**
(i.e. 15 minutes = 0.25, 30 minutes = 0.50, 45 minutes = 0.75, 60 minutes = 1.00)

Every timesheet MUST HAVE the authorising ‘Signature’, ‘Name’, ‘Position’ and ‘Date’ of the Line Manager. Without this information, unfortunately the timesheet cannot be processed.

Time sheets are to be returned by **Monday 12 Noon** to ensure that you are paid on time (if a bank Holiday – please submit by Tuesday 12 Noon).

Please email timesheets to: finance@chrecruitment.co.uk