**HOLIDAY STATEMENT OF PARTICULARS**

Cogent Staffing Limited offer 5.6 weeks holidays to its workers, accrued in arrears. Holiday year runs from January to December each year.

Your holidays are accrued as follows:-

Holiday hours are accrued pro-rata based on 5.6 weeks statutory holiday pay per year

Average remuneration (calculated over the preceding 52 paid weeks)

For example £9.50 per hour

Holiday Pay per week

Holiday hours x Average pay rate = Holiday pay per week

**(i.e. 4.53 hours x £9.50 = £43.04 holiday pay per week)**

✓ This is roughly equivalent just over half a day per week accrued for every full week worked

**Please can the following guidelines be adhered to when booking holidays:**

• Please can holidays be booked with one week’s notice in order for the payment to be correctly processed

• Correct procedure to book holidays is to go to our website www.cogentstaffing.co.uk and go to the “candidate” section. There you will find “Request holiday days accrued” and can find out how many hours you have available in total. You can then select the “Request a holiday” section. This is where you need to send your holiday request, if you do not have access to the internet, please call the branch on 01422 413 813

• If you need to know your current holiday days accrued but do not need to request holiday, please see the website, www.cogentstaffing.co.uk, under the “candidate” section and submit a “Request holiday days accrued” form, if you do not have access to the internet, please call the branch on 01422 413 813

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of worker** **Print Name and Date**