Carer Workers - Holiday Pay Guidelines

The following guidance notes are issued to all care staff on induction.

Westminster Homecare operates a Domiciliary Care staff holiday year starting on the 1st April and ending on the 31st March

1. All carers are entitled to 4 weeks paid holiday.
   For calculating holiday pay for irregular workers, 4 weeks equates to 28 days.

3. Holiday Entitlement is accrued on a pro-rata basis
   (approximately 2.3 days each month).

4. New employees will begin accruing holiday from their start date (first shift).

5. Employees can request a Holiday Request form which details their accrued holiday entitlement.

Westminster Homecare has setup a Holiday Pay website for care workers
www.westminsterhomecare.co.uk/holiday (available from 1st September 2007) which will provide a detailed breakdown, per care worker, of all relevant Holiday detail including accrual, payments made, future bookings as well as a Holiday Request form).

6. Application for annual leave will only be accepted using a completed Holiday Request form. Backdated holiday requests will not be accepted.

7. Notice for leave must be at least 2 days for every day of holiday. Good practice would be to let the office know at least 1 month in advance.

8. The Branch Manager ultimately has the right to refuse holiday requests.

9. In keeping with the spirit of the legislation, accrued holiday will not be paid to employees who have not taken holiday. Furthermore employees who have left the company are not entitled to holiday pay. Employees who are off sick for long periods on time do not accrue holiday during this period of absence.

10. Westminster Homecare will automatically carry-over up to 5 days of accrued holiday from one holiday year to the next. Any other remaining holiday will however be lost. From 2008 carried-over holiday days must be used within the first 2 months of the new holiday year (or they will be lost).
Holiday Pay (In Detail)

**Principle**
Westminster Homecare endorses the EC Working Time Directive Regulation which under the Health & Safety at Work Act provides for the health and safety of employees by ensuring adequate rest periods.

Westminster Homecare also adheres to the guidance provided by the DTI to ensure compliance.

**Implementation**
Westminster Homecare operate a specialist software application which records, tracks and calculates holiday for each employee based on the Working Time Regulations.

**How is a care workers Holiday Pay Calculated?**
Westminster Homecare complies with the Irregular Workers Act, which defines and lays out the process required to calculate a care workers averaging period for the purpose of Holiday Pay (explained below).

I. First the **Averaging Period** is calculated by;
   - Reference Period (84 days)
   - + Unpaid leave in period (Sick days)
   - + Other paid leave in period
   - = Averaging Period (e.g. 84 days)

II. Then a **Day Rate** for the averaging period is worked out by;
    84 days (averaging period total) of payrolled activities are totaled and divided by the Averaging Period (84 days)

III. Finally it creates a **value** for the holiday booking;
    Day Rate * Holiday Days Booked = Value