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## **New laws regarding additional holiday need not be a headache for businesses says expert firm, Park City**

Help is at hand for businesses fearing the introduction of new laws allowing some staff up to four days extra holiday each year. The extension to the annual leave entitlement of employees in England and Wales needn't be a headache for employers, according to a leading East Anglian based outsourced Human Resources and Health & Safety company. Park City Consulting is offering local businesses free advice on the changes to annual leave entitlement for all full and part time employees, which comes into force from 1 October 2007.

From this date the basic statutory entitlement will change from 4 weeks (20 days for those who work a five-day week) to 4.8 weeks or 24 days. This can still include the 8 statutory bank holidays. In 2009, this will increase further to 5.6 weeks or 28 days annual leave for an employee who works full time five days a week.

Part time employees will be entitled to the same holiday entitlement pro rata and holidays will continue to accrue naturally even while taking statutory breaks, like paternity or maternity leave. Holiday pay is accrued from the day your employment begins.

Juliet Price, Managing Director, Park City Consulting commented, "It's clear that the new legislation may well be causing some confusion for both employers and employees. It's important that companies make sure they are up to speed on this and all other legislation that directly affects their business and their employees, and this is something we can help with."

Juliet continued, "At Park City we're used to monitoring, evaluating and then advising on changes to employment, we are able to provide the framework for most businesses to manage the changes. For some businesses, more specialist advice may be necessary and it is vital that they address this as soon as possible, to avoid conflict with disgruntled employees or penalties associated with non compliance."

For further information call Park City on 01206 752100 or visit [www.parkcity.co.uk](http://www.parkcity.co.uk).

## Ends

### Notes for editors/common Q&As:

#### **What happens if the company I work for refuses to increase my holiday entitlement?**

*I would advise you in the first instance to discuss with your manager the entitlement you believe you have as holiday, point out the statutory changes and ask why your holiday entitlement has not increased and request that they look into it. If this does not resolve the issue, then the next stage should be to raise a formal grievance in line with your Company Grievance Procedure and if this still doesn't solve the issue, the final resort is to raise a claim at Employment Tribunal.*

#### **Will my employer let me know how many extra days I'm entitled to or will I be expected to ask/work out for myself?**

*Your employer should inform you of additional entitlement in line with your holiday procedure. This will need to be calculated for the remainder of your holiday year.*

#### **If I don't want to take additional holiday, can I be paid extra salary instead?**

*In line with the Working Time Directive, statutory holiday entitlement should be taken as time away from work and you are not entitled to be paid for holidays untaken. Equally, your employer cannot ask you to work and be paid in lieu of statutory holiday entitlement.*

#### **I work part time, how will this affect me?**

*Part time employees have the same entitlement as full timers but pro rata to their contractual hours.*

#### **How long do I have had to have worked for a company for until this applies to me?**

*Holiday entitlement accrues from the first day of employment and length of service is not a criterion for statutory holiday entitlement. So, whether or not you have been working for the company for one day or ten years, the statutory entitlement is the same.*

#### **I only employ 3 people, does this apply to me?**

*Yes. It does not matter how many staff you have, you could only have one part time employee and the rules would still apply in terms of statutory holiday entitlement.*

#### **How do I work out what people are entitled to?**

*Entitlement is 24 days for those who work a five day week, therefore, you calculate from that the pro rata entitlement for anyone working less than that. For instance, an employee working 3 full days per week, would be entitled to 14.4 days per year, on a pro rata basis.*

#### **My holiday/calendar year follows the financial year (April to April) can I hold off until then?**

*No. The entitlement increases from 1st October 2007, so you would need to calculate the pro rata additional entitlement immediately, from October to April.*

#### **My staff don't seem to know anything about this new law, do I have to do anything?**

*Yes. It is every employers' responsibility to implement this statutory entitlement increase and I would urge employers to lead the way rather than wait for employees to question it.*

#### **Does this affect my temporary/agency staff?**

*Agency/temporary workers that are employed by an agency will fall under the rules of their agency, so the agency would need to discuss with them their entitlements. Clearly though, all workers are entitled to holiday and time off.*

#### **Does my holiday entitlement include bank holidays or should these be given in addition to statutory holiday entitlement?**

*The statutory holiday entitlement of 24 days includes the 8 statutory bank holidays. However, some employers choose to provide additional holiday on top of this.*

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