

HOLIDAY PAY

UPDATED: 12/09/2025

Scope

This policy applies to all PAYE drivers and temporary workers engaged by Adapt Logistics Recruitment Ltd. If you are paid through a Limited Company, Umbrella, CIS, or Employer Service Provider, responsibility for holiday pay lies with them, and you should contact them directly regarding your entitlement.

Holiday Entitlement

All PAYE workers are entitled to a maximum of 28 days (5.6 weeks) paid holiday per year, inclusive of public holidays. Holiday entitlement accrues in proportion to the time you work and is pro-rated for part-time hours or part-year work.

The **holiday year runs from 1 January to 31 December**. All holiday entitlement must be taken during the Holiday Year in which it accrues; untaken leave cannot be carried forward or paid in lieu, except where required by law.

Holiday Management – Your Choice at Registration

At the point of registration with Adapt Logistics Recruitment Ltd, you will be asked to confirm how you wish your holiday pay to be managed. You may choose one of two options:

1. Rolled-Up Holiday Pay

- You will be paid an additional 12.07% of your total weekly pay.
- This will be clearly itemised on your payslip each week as "holiday pay."
- Because rolled-up holiday is paid automatically, no further holiday payment will be made when you take time off.
- You remain responsible for ensuring you request time away from work by updating your availability on the **Adapt Logistics App**.

2. Accrued Holiday Pay

- Your holiday entitlement will accrue into a "holiday pot" as you work.
- When you take holiday, payment will be calculated based on your average pay over the previous 52 paid weeks (or the actual number of weeks worked if fewer).
- To request holiday pay, you must submit a leave request via the **Employment Hero payroll system**, selecting the category "Annual Leave Taken."
- Important: submitting annual leave in Employment Hero **does not automatically make you unavailable for shifts**. You must also update your availability in the **Adapt Logistics App** under "Shifts and Availability."

Requesting and Authorising Holiday

- When submitting a holiday request, you must enter the dates you wish to take. These dates must align with our payroll calendar. For example, if you request holiday for **Wednesday 10 September 2025**, payment for that day will be processed in the payroll run dated **Friday 19 September 2025**.
- Holiday requests must be submitted **before the end of the working period being payrolled** in order to be included in that week's payroll run.
- Holiday requests may be declined or adjusted if they do not comply with these timeframes or if operational requirements prevent approval.
- Payment for holiday will never exceed the balance available in your "holiday pot."

Between Assignments

If you are between assignments and have accrued holiday pay in your "pot," you may request to take this during that period. Requests should still be submitted through the **Employment Hero payroll system** as above.

End of Employment

When your assignment or employment with Adapt Logistics Recruitment Ltd comes to an end:

- If you are on **rolled-up holiday pay**, no additional holiday payment will be made, as holiday pay has already been included in your weekly wages.
- If you are on **accrued holiday pay**, you must request any outstanding holiday pay **before requesting your P45**. Once a P45 has been issued, your employment record is closed and accrued holiday pay will not be processed automatically.

Holiday Pay Calculations

Holiday pay is calculated in accordance with statutory requirements:

- For rolled-up holiday pay, you receive 12.07% of your total pay each week.
- For accrued holiday pay, the amount payable when you take leave is based on your average weekly pay over the previous 52 paid weeks. Where fewer than 52 weeks have been worked, the average will be based on the actual number of paid weeks.