

**Model Casual Worker Changes to Holiday Pay Letter – Rolled Up Holiday Pay**

This letter is provided as a template and will need to be amended to suit the circumstances of each individual case. Advice should be sought from your EPM HR Adviser.

**For holiday years starting on or after 1 April 2024 where the worker is an irregular hours or part year worker - using rolled-up holiday pay to calculate holiday pay.**

Please delete this text on adoption

[On headed notepaper]

Dear [name]

Further to recent changes to legislation and the beginning of a new holiday year, I am writing to confirm arrangements in relation to the payment of holiday entitlement, which will be effective from [date] and will be applied to any hours worked from this point onwards.

Your holiday entitlement will depend on the number of hours that you actually work and will be based on your [statutory entitlement of 28] days’ holiday during each full holiday year (including eight public holidays in England and Wales). The [School/Trust]’s holiday year runs from [1st April to 31 March].

Your holiday entitlement is calculated in hours and accrues at the end of each pay period at a rate of [12.07]% of the number of hours that you have worked in that pay period up to a maximum of [28] days' holiday per year. A pay period is a [month].

With each payment of salary you will receive an uplift for your accrued but untaken holiday entitlement for that period calculated at [12.07]% of your pay for hours worked in that period. You are not entitled to receive any further payment during or at the end of the assignment in relation to holiday. You agree and acknowledge that the taking of holiday will not [generally] be permitted during the period of the assignment. If a request to take holiday during the period of the assignment is permitted, the request must be approved in writing in advance by your line manager and the holiday must be taken during [School/Trust] closure periods.

If you have any questions in relation to these changes, please contact [name] on [insert details].

Please accept this letter as confirmation of an amendment to your statement of engagement and sign and return one copy to [name] on [insert details].

Yours sincerely

[Schools Signatory (usually the Headteacher)]

for and on behalf of the [Governing Body/Trustees] of [Customer name]

Signed:

[Employee name]

Dated: