



Holidays & Leave

We are firmly committed to the fair payment of holiday pay and to the protection of holiday pay rights of our employees. We pay 100% of holiday pay due with no exceptions and we monitor the working patterns of our employees to ensure holiday is taken in line with UK Working Time Legislation.

Please inform us of any dates that you will be unavailable for work, for example if you intend to take a short break or holiday. The Holiday Request Form can be found in the Employee Admin section of our website.

Holiday Pay FAQs

The following information aims to answer some of the questions you may have regarding the payment of holiday pay.

What choices do I have regarding holiday pay?

There are two options available to you. The first includes receiving your holiday pay each week or month on top of your basic hourly rate (this is the option the majority of our employees opt for). The second choice would be to accrue your holiday pay with us paying you when you take time off.

We will assume that you wish to receive your holiday pay each week however to discuss your options please contact our Customer Service Team on 0845 4747 001.

Please be advised that should you wish to accrue your holiday pay and receive it when you decide to take time off rather than in your weekly pay, your weekly take home pay might decrease substantially. With either option we pay 100% of holiday pay due with no exceptions.

How do I apply to accrue Holiday Pay?

To make the request to accrue your Holiday Pay you simply need to email info@focusedumbrella.co.uk who will respond with a Holiday Pay Accrual Request Form.

If I accrue holiday pay how is the amount calculated?

The scheme offers a maximum of 28 days paid holiday per year. The amount of paid holiday made to you depends on your earnings in the weeks before your holiday. Each week you work for Focused, you will accrue a value in your 'Holiday Pot'.

This value is calculated as follows;

Hours worked X NMW (national minimum wage) X 12.07%



How do I check my "Holiday Pot" balance?

You are able to request details of your holiday pot value by emailing info@focusedumbrella.co.uk.

When can I request my Holiday Pay?

The deadline for receipt of requests for payment of holiday pay is 5pm on Tuesday for inclusion in that week's payroll. Please email info@focusedumbrella.co.uk to request a **Holiday Pot Request Form**.

When does the holiday year run from?

When calculating holiday days, the year runs from 1st October to 30th September. Any days earned during that year have to be taken in the same year. Holiday not taken by the end of September cannot be carried over to the following year.

What happens to my holiday pay when I finish my assignment and leave?

If you leave Focused, any holiday you have accrued and not taken will automatically be paid to you when we issue your P45.

Jury Service

If you are required for jury service, you should provide immediate evidence to your manager so that arrangements can be made for your leave of absence.

You must obtain the appropriate form for loss of earnings from the Court and send it to Staff Payroll. The amount which you receive from the Court will be deducted from your normal salary.