

## Holiday Entitlement

### Making Changes to Statutory Holiday Entitlement

From 1 October 2007, the statutory minimum annual holiday entitlement increased from 4 weeks (20 days for those working a 5 day week) to 4.8 weeks (24 days).

From 1 April 2009, all workers, including those working part time, will be entitled to 5.6 times their usual working week - capped at a maximum of 28 days.

Employees will not have to work for a qualifying period. They will be entitled to the increased entitlement in full as soon as they start work. You will be able to restrict the rate at which they take leave in their first year of employment.

You can include time off for bank and public holidays in the entitlement.

#### Increasing Holiday Entitlement

As the increase in the holiday entitlement is a change in terms of employment to the benefit of staff, employers do not need to reissue contracts, but do need to inform staff in writing of the increased holiday entitlement, either through a letter to staff, a notice or a statement on pay slips.

Subscribe to [www.pub-hr.co.uk](http://www.pub-hr.co.uk) today and get access to our 'HR How to Guide' on Holiday Entitlement.

This up to date guide contains:

- A model employee letter, notice for a staff notice board to inform employees of changes to their holiday entitlement.
- A model Holiday entitlement paragraph to insert into employee contracts.

#### Holiday Entitlement Ready Reckoner

The statutory holiday entitlement for a member of staff will depend on when their leave year begins. We have provided you with a table to calculate the holiday entitlement for your employees in weeks based on the start date of the leave year. Information from this table can then be used to complete the templates above.

#### Commonly asked questions

Finally we have detailed some of the commonly asked questions related to holiday pay

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