



# backoffice uk ltd

## Holiday Pay and the Umbrella Scheme

Due to the working status of an individual when on the Umbrella scheme, statutory time off is allowed and you may take time off as normal but holiday pay is not accrued in the usual manner.

Holiday Pay can be accumulated in one of two ways:

1. Standard practice is for holiday pay to be automatically paid out to you as an individual on a week by week basis; this is the most common form for temporary workers as you see an increase in NET pay.
2. You can inform Backoffice to reserve holiday pay which will accumulate on a weekly basis; this will be reflected on your payslip and will show in the holiday reserve section.

Backoffice will continue to automatically pay out your holiday pay each time you work (option 1), if you wish to reserve holiday pay then please return the attachment slip below immediately.

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BACKOFFICE I.D:

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FIRST NAME: \_\_\_\_\_ SURNAME: \_\_\_\_\_

AGENCY: \_\_\_\_\_ BRANCH : \_\_\_\_\_

I wish for Backoffice to deduct and reserve my holiday pay. I want it to accumulate each time Backoffice process a wage for me until I notify you otherwise.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

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