

HOLIDAY ENTITLEMENT LETTER

Employer: _____

Employee: _____

1. Employment Details:

Job Title: _____

Start Date of Employment: _____

2. Holiday Entitlement:

The Employee is entitled to the following statutory annual leave entitlement under the Working Time Regulations 1998 (as amended):

- 5.6 weeks' paid annual leave (28 days for a full-time worker, including public holidays).

Additional contractual holiday entitlement (if any): _____

3. Holiday Year and Carry Over:

The holiday year runs from: _____

Unused statutory holiday entitlement will be carried forward into the next leave year only if the Employee was unable to take leave due to

4. Holiday Booking and Approval:

Holiday leave must be approved in advance by the Employer. The Employee should submit holiday requests as early as possible to allow proper planning and continuity of business operations. The Employer reserves the right to refuse a holiday request if business needs require.

5. Payment During Holiday:

The Employee will receive their normal pay during holiday periods. Holiday pay is calculated in accordance with the Employment Rights Act 1996 and applicable UK regulations. Any overtime or commission will be calculated as part of the holiday pay if it is considered normal remuneration.

6. Sickness and Holiday:

If the Employee falls sick during a period of booked holiday and provides a valid medical certificate, the holiday days affected will be re-credited to the Employee and may be taken at a later date.

7. Termination and Holiday Entitlement:

Upon termination of employment, the Employee is entitled to payment in lieu of any accrued but untaken statutory holiday entitlement. The Employer will calculate this based on the Employee's normal pay and any earned but unused leave entitlement.

8. Public and Bank Holidays:

Public and bank holidays are included in the statutory holiday entitlement. If the Employee is required to work on a public holiday, arrangements for time off in lieu or additional pay will be in accordance with the Employment Contract

or applicable policies.

9. Additional Leave:

Any additional leave entitlements, such as compassionate leave, parental leave, or other statutory leave, are separate from holiday entitlement and governed by relevant legislation and company policies.

10. Governing Law:

This letter and the holiday entitlement detailed herein are governed by and shall be construed in accordance with the laws of England and Wales. Any disputes arising out of or in connection with this letter shall be subject to the exclusive jurisdiction of the courts of England and Wales.

EMPLOYER'S SIGNATURE

EMPLOYEE'S SIGNATURE

Signature: _____

Signature: _____

Original source of this document:

<https://docstemplates-uk.com/holiday-entitlement-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://docstemplates-uk.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.