Holiday and holiday pay

Check entitlement, approval and what happens when you leave.

1 Check entitlement

Most workers are entitled to 5.6 weeks' paid statutory holiday each year, capped at 28 days for a five-day-or-more working week. Bank holidays can be included. Part-time, irregular-hours and part-year arrangements need the correct calculation; the contract may give more.

2 Keep the records

Check the holiday year, working pattern, requests, approvals and days already taken. Ask for a written balance and the basis for holiday pay. Regular overtime or other payments may affect the calculation. Do not assume every worker has the same accrual or rolled-up-pay rules.

3 Resolve a disagreement

Ask payroll or HR to explain discrepancies, then use the grievance process if necessary. Holiday cannot generally be replaced by pay while employment continues. On leaving, untaken accrued statutory holiday is normally paid; deductions for excess holiday require an appropriate basis.

Remember
Carry-over rules can depend on sickness, family leave and whether the employer enabled you to take leave. Get advice instead of assuming unused days always disappear.

Protect your deadline. Internal procedures and Centre enquiries do not pause tribunal time limits. Rules depend on the event date and claim. Check current Acas guidance promptly; some urgent claims have much shorter limits.

Acas: holiday entitlement

GOV.UK: holiday entitlement

Acas: current tribunal time limits