

Holiday Pay, Statutory Sick Pay and Maternity Leave

Holiday Pay

The calculation for holiday pay is based on 28 days of statutory leave entitlement per year (including bank holidays) and accumulates at **12.07%** of a candidate's basic hourly rate. It is accrued in terms of hours and minutes and is not taxed in the week it is earned but, rather, in the period in which the funds are paid out.

Providing a candidate has built up the necessary amount in their fund, they can request to have the desired number of hours paid out in addition to their weekly wage; this is best done via the respective box on their weekly timesheet, through [email request](#) or by phone (020 7400 6374). If a candidate would like their entire fund paid out – irrespective of specific hours - they should mark *PAY ALL* in the appropriate box. It is also possible to pay out a holiday fund in a week when a candidate is not in payroll, i.e. if on leave or between bookings.

Prospectus actively encourages its candidates, wherever possible, to claim their holiday pay when they take leave from their temporary role, whether this be an entire week or simply one day. To facilitate this, we can no longer automatically add holiday pay each week to an hourly rate – it must be requested through one of the aforementioned methods.

Please note that holiday pay is automatically cleared for all candidates *without exception* at the end of the tax year, i.e. week 52; it can however be accrued for the entire period prior to this.

Absence from Work:

If a candidate is unable to attend work for any reason, they must inform Prospectus in order that we can inform their respective place of work. Any delay in doing so could impede the subsequent processing of sick pay, should it be applicable (please see the guidelines below for further information).

The Prospectus office is open weekdays from 8.30 to 17.30, and the Office & Professional team can be contacted on 020 7405 4999. There is also an answer phone where messages can be left outside these core hours.

Statutory Sick Pay

I am ill, what do I do?

A candidate must inform Prospectus (rather than the client for whom they working) as early as possible on the first day that they are unable to attend work due to illness. We will then contact the client to notify them. Candidates are then asked to contact us upon returning to their booking or, if not in a applicable, once they or are available again for placement.

Am I entitled to sick pay?

In order to claim SSP through Prospectus, an individual must satisfy some qualifying criteria - the first being to notify us about any illness and subsequent absence from work as soon as possible. Then, in terms of the actual period of sickness, the employee needs to have been unwell for four or more days in a row, known as a Period of Incapacity for Work (PIW). The first three working days of this are considered the Qualifying Days (QD), which are not paid.

There is also an earnings threshold which a candidate must satisfy to qualify. This is calculated as average gross earnings for the previous 8-week period, during which time they need to have earned equal to or more than the Lower Earnings Limit (LEL) for National Insurance Contribution (NIC) purposes, which for the 2014/15 tax year is **£111** per week.

In order to organise payment of SSP we require a self-certificate to be completed, with a hospital or doctor's note mandatory for illness/incapacity lasting more than one week.

SSP Rates: SSP is paid at **£87.55** per week, although it is calculated on a daily rate depending on the number of days of absence following the QDs.

How long is SSP payable for?

SSP is payable for qualifying days of incapacity until one of the following occurs:

- . A candidate returns to work or is no longer incapable of work
- . The expected end date of a booking passes
- . A candidate has received the maximum 28 weeks of SSP. At this point, we will issue a SSP1 form that can be submitted to Jobcentre Plus
- . Periods of incapacity for work which are linked together (i.e. those not separated by more than 8 weeks) have lasted more than 3 years.

Statutory Maternity Pay

I am pregnant - do I need to tell you?

A candidate is not obligated to inform us that they are pregnant, however, they may be entitled to receive Statutory Maternity Pay (SMP) via Prospectus, and late notification of pregnancy could affect this. We therefore expect **at least 28 days notice** of any intention to commence maternity leave.

To qualify for SMP, a candidate must meet the following conditions:

- . Have been continuously employed by us for at least 26 weeks as at the 15th week before the Expected Week of Childbirth (EWC). This is irrespective of the number of hours worked. The 15th week is known as the Qualifying Week (QW) and can be calculated by counting back from the start of the EWC. Therefore, employment must have commenced before the Sunday that begins the 40th week before the EWC. Employment must also extend into the QW, although an individual does not need to be employed for the whole of that week.

Average weekly earnings must not be less than the lower earnings limit for National Insurance contributions. This is £111 per week for the 2014/15 tax year.

Still be pregnant at the 11th week before the expected week of childbirth or have had the baby by that time.

Please note that leaving before the start of the Qualifying Week means an individual cannot receive SMP from Prospectus.

Medical evidence, most commonly in the form of a MatB1 (maternity certificate), confirming the due date, must also be provided within 21 days of the first SMP payment.

I qualify - how long is SMP payable for?

Assuming the above criteria is met, SMP is payable for a period of 39 weeks, which is known as the Maternity Pay Period (MPP). SMP cannot start earlier than the 11th week before the due date of the baby or later than the week immediately following childbirth.

SMP Rates

There are two rates of SMP:

The first six weeks is paid at a higher rate of 90% of an individual's average weekly earnings

The lower rate is a flat rate and is payable for the remaining 33 weeks of the MPP. This will either be the weekly standard rate of **£138.18** or 90% of an individual's average weekly earnings, whichever is lower.

Please note that SMP payments do attract tax and national insurance deductions. Payment is made weekly and a pay advice slip will be provided.

I do not qualify

If a candidate does not meet the qualifying conditions, Prospectus will confirm this by issuing form **SMP1**. This document will be required – alongside a MatB1 – in order to claim maternity allowance from the Department of Social Security/Benefits Agency.

If you require further clarification about any of the above, please email the [Prospectus Finance Department](#). We aim to respond to all queries within a maximum of 48 hours.

Alternatively, please visit the [HMRC](#) website for additional advice and information.